



**Position Title:** Development Coordinator  
**Position Status:** Full-time Position  
**Classification:** Exempt  
**Reports to:** Associate Director of Development

### **Position Purpose:**

Springside Chestnut Hill Academy is seeking a highly organized development and administrative professional to serve as a Development Coordinator. This role is responsible for providing database and administrative support to the Development department, gift processing, and supporting Development events. The successful candidate will bring strong decision making skills, a collaborative approach, and an excellent organization style to ensure that all projects are completed in a timely and accurate manner. This candidate will need to be comfortable using databases and other software, including the Raiser's Edge database, in order to execute a number of operations for the Development team.

The Development team works strategically and collaboratively with school leadership, colleagues across campus, and volunteers to raise funds for programmatic, endowment, and capital priorities. This is an opportunity to be part of a dynamic team during a transformational period for the school.

### **Responsibilities:**

- Processes gift entries and the acknowledgment letter generation within appropriate time frames.
- Analyzes, queries, and extracts donor and fundraising campaign data; executes a variety of data management operations (e.g. query writing, export layouts and reports, mail and email files) in Raiser's Edge database.
- Provides support throughout the year for both fundraising and stewardship events.
- Produces mailing labels, nametags, and reports as needed.
- Supports Development events including vendor management.
- Manages office supplies.

### **Other Requirements:**

- Bachelor's degree or equivalent work experience.
- A minimum of two years previous professional experience in a development role is preferred.
- Adept user of Raiser's Edge database management system with high standards for accuracy.
- Ability to work both independently and collaboratively as part of a close-working team.
- Fluency in Google Suite, Microsoft Office, Adobe Creative Suite, and Adobe Acrobat.
- Ability to work occasional evenings and weekends.

### **Physical Requirements and Work Environment**

- Be able to occasionally lift up to 30 lbs.
- Regularly use close and distance vision.
- Able to move around an office and other school environments.
- Work in a traditional climate-controlled classroom environment with moderate noise level.

### **Application Procedure**

Interested candidates, please email a cover letter, resume, and contact information for three references to [careers@sch.org](mailto:careers@sch.org).

*Springside Chestnut Hill Academy is an Equal Opportunity Employer.*