



Position Title: Long Term Sub - Development Coordinator
Position Status: Temporary
(approx. mid-Jan. through mid-June)
Classification: Non-exempt
Reports to: Advancement Services Manager

Position Purpose:

Springside Chestnut Hill Academy is seeking a highly organized development and administrative professional to serve as a Long Term Substitute for the Development Coordinator. This role is responsible for providing database and administrative support to the Development department, gift processing, and supporting Development events. 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
- Able to work occasional events in the evenings and weekends.
- Manages office supplies.

Qualifications:

- Bachelor's degree or equivalent work experience.
- A minimum of two years of previous professional experience in a development role is preferred.
- Adept user of Raiser's Edge database management system with high standards for accuracy.
- Track record of solid decision-making skills, a collaborative approach, and excellent organization skills.
- Demonstrated sensitivity, knowledge, and understanding of diverse backgrounds of community members with a continuous focus on health relationship building.
- 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

To be considered, candidates must upload a cover letter, resume, and information for three references through our online platform. Please follow [this link](#).

Springside Chestnut Hill Academy is an Equal Opportunity Employer.