



Part Time Development Database Manager

Briarwood Christian School (BCS), a ministry of Briarwood Presbyterian Church, located in Birmingham, Alabama, is a co-educational school serving over 1600 students in grades Junior Kindergarten through 12. The school exists to provide a Christ-centered transformational education that equips and inspires each student to glorify God by maximizing his or her God-given abilities.

The Development Database Manager serves all advancement services functions, including gift processing, donor stewardship, database administration, reporting, financial reconciliation, and fundraising operations. As the primary administrator of Blackbaud Raiser's Edge, this position ensures the integrity of constituent and fundraising data while providing timely reporting and operational support to the Director of Development and the Advancement Team. Through accurate record keeping, exceptional donor service, and efficient systems management, the Manager of Advancement Services helps strengthen the School's fundraising efforts and supports the mission of Briarwood Christian School.

Employment Status

- Department – Advancement
- Reports to – Director of Development
- Non-exempt
- Part-time (25 hours per week)
- 12 month

Christian Commitment

Briarwood Christian School exists to educate students from a biblical worldview while partnering with Christian families to equip students to know Christ and make Him known. Employees are expected to demonstrate a personal relationship with Jesus Christ, support the School's mission and Statement of Faith, and model Christian character in their work and relationships.

Character and Competencies

- Mature, living, and active faith in Jesus Christ, and membership in good standing of a local evangelical church
- A passion and ability to effectively contribute to a positive work environment
- Demonstrated passion for and support of Christian education
- Have a pleasant and engaging demeanor
- Must be friendly, helpful and outgoing while carrying out school policy
- A high level of attention to detail
- Experience in customer service
- Professional telephone and office etiquette
- Agreement with the school's Statement of Faith and a lifestyle consistent with the school's Declaration of Moral Integrity (available on school website)
- Successfully complete a criminal background check (reviewed periodically) and MinistrySafe training (renewed every three years)
- Must have a minimum of a high school diploma or GED equivalent; a bachelor's degree is preferred

Essential Duties & Responsibilities

Advancement Operations

- Serve as the primary administrator of Blackbaud Raiser's Edge and oversee all advancement services operations.
- Develop, maintain, and improve database procedures, policies, and best practices.
- Ensure the accuracy, integrity, confidentiality, and security of all constituent and donor information.
- Recommend and implement process improvements that increase efficiency and effectiveness within the Advancement Office.
- Serve as the Advancement Office liaison with Blackbaud Support regarding software updates, troubleshooting, and system enhancements.

Gift Processing & Donor Stewardship

- Receive, process, record, and maintain all charitable gifts in Blackbaud Raiser's Edge, including:
 - Cash
 - Checks
 - Credit card and online donations
 - Stock gifts
 - In-kind gifts
 - Matching gifts
 - Planned gifts (as applicable)
 - Other charitable contributions
- Ensure gifts are processed accurately and in a timely manner.
- Maintain complete supporting documentation for all gifts.
- Ensure gifts are properly designated and allocated to the appropriate funds, campaigns, and projects.
- Prepare annual donor tax receipts and year-end giving summaries.
- Assist with campaign gift tracking and fundraising progress reporting.

Donor Acknowledgment & Stewardship

- Manage the donor acknowledgment process from receipt through mailing.
- Prepare personalized acknowledgment letters for all charitable gifts.
- Print, organize, and obtain appropriate signatures for acknowledgments.
- Ensure acknowledgments are mailed within established turnaround standards.
- Prepare special recognition letters for memorial, honorary, planned, capital, and major gifts.
- Maintain stewardship reminders, communication notes, and constituent alerts within Raiser's Edge.
- Assist with donor recognition lists, annual reports, and stewardship communications.

Financial Reconciliation

- Reconcile all gifts and fundraising activity with the Business Office ledger.
- Research and resolve discrepancies between Advancement and Business Office records.
- Ensure proper accounting of designated and restricted gifts.
- Assist with monthly, quarterly, and fiscal year-end reconciliation.
- Maintain documentation necessary for audits and financial reporting.

Pledge Administration

- Track donor pledges and payment schedules.
- Generate pledge reminders and donor statements.
- Monitor outstanding pledge balances.
- Update pledge records as payments are received or modified.
- Prepare pledge status reports for the Director of Development.

Database Administration

- Maintain complete and accurate constituent records for donors, alumni, parents, grandparents, faculty, staff, churches, corporations, foundations, and friends of the School.
- Update constituent demographics, relationships, giving history, communication preferences, and interactions.
- Conduct routine database maintenance, including duplicate record resolution and data integrity audits.
- Develop and maintain consistent database standards and documentation.
- Coordinate data imports and exports while ensuring accuracy and confidentiality.
- Maintain user security and access permissions within the database.

Reporting & Analytics

- Prepare regular fundraising reports for the Director of Development.
- Generate reports for campaigns, annual giving, major gifts, donor retention, LYBUNT/SYBUNT analysis, constituent activity, and fundraising performance.
- Create custom queries, dashboards, mailing lists, exports, and analytical reports.
- Prepare reports for the Head of School, Board of Trustees, Finance Committee, auditors, accreditation teams, and other leadership as requested.
- Assist in preparing annual reports, donor honor rolls, campaign reports, and fundraising summaries.
- Analyze fundraising trends and provide data to support strategic planning and donor engagement initiatives.

Constituent & Prospect Management

- Maintain accurate constituent records and relationship tracking.
- Assist with donor prospect research and wealth screening initiatives.
- Support portfolio management by maintaining accurate records of donor contacts, proposals, and stewardship activities.
- Generate segmented mailing lists for appeals, events, newsletters, and donor communications.
- Support fundraising campaigns through constituent coding, segmentation, and data analysis.

Advancement Team Support

- Communicate designated and restricted gifts to the appropriate School departments.
- Coordinate closely with the Business Office regarding gift processing and financial reconciliation.
- Support Advancement events through database preparation, registration reporting, guest lists, nametags, and post-event reporting.
- Assist with direct mail campaigns, fundraising appeals, and stewardship initiatives.
- Participate in Advancement planning meetings and department projects.
- Provide operational and administrative support to the Advancement Team.
- Perform other duties as assigned by the Director of Development.

Qualifications

- Bachelor's degree in accounting or finance preferred or equivalent combination of education and experience.
- Three or more years of experience in advancement services, nonprofit development, fundraising operations, database administration, or a related field preferred.
- Experience with Blackbaud Raiser's Edge strongly preferred.
- Strong proficiency with Microsoft Office, particularly Excel and Word.
- Experience working with financial records and report preparation preferred.
- Excellent organizational, analytical, and problem-solving skills.
- Strong written and verbal communication skills.
- Ability to maintain confidentiality while exercising sound judgment.
- Ability to manage multiple priorities with exceptional attention to detail.

Knowledge, Skills, and Abilities

- Knowledge of advancement operations and fundraising best practices.
- Strong understanding of constituent relationship management (CRM) systems.

- Ability to analyze fundraising data and prepare meaningful reports.
- Commitment to exceptional data integrity and accuracy.
- Strong organizational and project management skills.
- Excellent interpersonal and customer service skills.
- Ability to work independently and collaboratively as a member of the Advancement Team.
- Commitment to maintaining the confidentiality of donor and financial information.

Physical Requirements

- Position may work from home.
- Ability to work at a computer for extended periods.
- Ability to occasionally lift up to 20 pounds.
- Ability to operate standard office equipment.

Disclaimer

This job description is intended to describe the general nature and level of work performed by the individual assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, or qualifications. Responsibilities may be modified or additional duties assigned as the needs of Briarwood Christian School evolve.

How to Apply

- Prepare a one-page cover letter naming the title of the opening and including a brief introduction, Christian testimony, church involvement and outline of your key attributes that you feel reflect your suitability for this position.
- Prepare an up-to-date resume, listing all personal contact information, contact details of three references (who we will only contact after confirming with you), detailed educational credentials, and relevant work experience.
- Submit your cover letter AND resume to bcsemployment@bcsk12.org
- Select candidates will be asked to complete an online application by invitation only.

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