



St. Anne's-Belfield School

Job title: Development/Database Coordinator

Department: Advancement/ Development and Alumni Relations Team

Position summary: The coordinator's role is two-fold: coordinating and utilizing the School's constituent relationship data system (Raiser's Edge) to improve and inform development initiatives and coordinating a comprehensive donor engagement plan, with emphasis on increasing participation in annual giving and stewarding new and regular giving. This position will ensure the integrity and upkeep of the School's donor database for the purposes of maintaining updated contact information, researching donors, tracking and reporting on campaigns and other gift data, and using data analysis to make informed strategic decisions. The coordinator will also implement mini-campaigns as part of the overall annual giving strategy with focus on key donor segments derived from data analysis. The coordinator works under the supervision of the director of annual giving and will play a key role in the overall annual giving, stewardship and engagement program to help the School realize improved relationships and fundraising results with key audiences, stakeholders and constituents of our community.

Data Services (40%)

- Manage the operation, maintenance, data input, data integrity and accuracy of the constituent relationship management system (Raiser's Edge.)
- Manage the ongoing exports and imports of data from Raiser's Edge, including wealth screenings, National Change of Address updates, Veracross updates (our student relationships system), and more.
- Initiate ideas and create new processes in the form of an annual plan or calendar to proactively collect key data points and improve overall data integrity.
- Provide insights into, and analysis of, the database and donors to identify trends and opportunities for further cultivation, solicitation and stewardship.
- Create reports on a bi-weekly, monthly, quarterly, and as needed basis for the monitoring of campaign and annual giving progress.
- Liaise with the business office and other school administrators, as needed, with respect to data management and analysis.
- Stay apprised and trained on the latest Raiser's Edge technologies and improvements.

Donor Engagement (50%)

- Working closely with the Director of Annual Giving and communications team, develop and execute a comprehensive, annual donor engagement plan as part of the overall annual giving program.
- Provide insight into and execute strategies that increase donor retention, increase median gift size, and increase gift volume from key segments of the donor base.

- Support the broader Annual Giving strategy by managing and executing mini- fundraising and stewardship campaigns to achieve strategic engagement, participation, and fundraising goals.
- Working closely with our communications team to design and coordinate marketing campaigns utilizing digital and print communications such as email, social media content and marketing, printed pieces, events, and donor recognition and stewardship.
- Monitor campaign progress by tracking and reporting on key metrics.
- Utilize data and provide data analysis to inform strategic decisions to keep campaigns track and ensure sustained success.
- Assist in the recruitment and coordination of volunteers, special events and other activities that are essential to a successful annual giving program.
- Championing donor engagement and annual giving within the School community.

Development and Engagement Support (10%)

- Create donor reports and constituent profiles for principal, major, and leadership donors.
- Support donor, alumni, and school-wide events.
- Assist colleagues with requests for data and reports.
- Help educate colleagues on more effective ways to use Raiser's Edge.

Essential Skills

- Experience with and strong interest with constituent relationship management systems, such as Raiser's Edge, Salesforce or Access, and strong Excel skills.
- Ability to analyze and manipulate wide range of data points for strategic decision making
- Strong attention to detail and self-starter mentality with the ability to self-manage
- Positive attitude, teamplayer who enjoys a professional, mission-driven environment.
- 3+ years of experience in Development or related fields.
- Familiarity with fundraising campaigns, stewardship processes, non-profit or board management, and/ or philanthropic processes
- Excellent interpersonal and written and verbal communication skills with an interest and focus on customer service.
- Strong interest in K-12 education generally, and St. Anne's-Belfield School more specifically.
- Bachelor's degree, or higher, or equivalent related experience.

Physical demands and work environment: Office environment with frequent interruptions.

This job description is not intended to be cover all responsibilities of the position, however, it is intended to provide a summary of job responsibilities.