**P.G. Chambers School**

**Job Description**

**Position Title**: Development Services Associate

 **Reports To**: Director of Development

**Primary Responsibility**: Assist in securing philanthropic resources by managing development back office operations including the Raisers’ Edge Operating System, all aspects of gift accounting and acknowledgement, data analysis and prospect research, data management and filing, matching gift program, alumni relations and community events/partnerships.

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**Scope of Responsibilities**

Office Operations

* In partnership with the Director of Development, manage the Raisers’ Edge Operating System. Initiate and manage projects to improve the utilization of the database.
* Enter all gifts and produce all acknowledgement letters/note cards for gifts received inclusive of in-kind.
* Manage all stock, matching gifts and website gifts.
* Develop and implement a strategic plan to increase matching gifts in the future.
* Develop and Implement a strategic plan to increase monthly/reoccurring donors.
* Set-up and manage pledge reminder system for all pledges.
* Manage Gift Acknowledgement Program – including writing acknowledgement letters, emailing and tracking thank you notes to donors from (development staff, solicitors, executive director, Board Chair etc.) and future note cards for donors celebrating milestone years of giving. Ensure a 48-hour turn-around on all gift acknowledgements.
* Manage monthly reconciliation process with Business office and support the Business Manager in preparing for the annual audit.
* Manage all office filing which allows for easy access to batch reports, acknowledgement letters and other gift and moves management documentation.
* Manage the annual updating of all thank you notes and appeal coding. Maintain letter library templates for standard acknowledgment letters and work with director and coordinators to update letters following each program cycle.
* Conduct annual Raisers’ Edge system rollover in the summer to note incoming and graduating families/students/grandparents and update committee/board lists as needed.
* Manage Raisers Edge historical updates and continue to update biographical information on records (ongoing).
* Input call reports and add actions to keep prospect/donor activity current.
* Serve as the primary person to assist donors who are requesting historical documentation for their giving.
* Work with the Director of Development to design and schedule an ongoing Raisers’ Edge Training Program for the Development team.
* Create an office Raisers’ Edge users’ manual of procedures and protocols for entering records, processing gifts, running mailing lists etc.
* Assist Director of Development in segmenting, merging and mailing personalized Annual Appeal letters.
* Perform ongoing prospect research and create donor profiles in order to establish priorities and strategies for successful engagement and solicitation of major donors and prospects.
* Develop queries and prepare mailing lists for publications, events and appeals.
* Assist in producing Development Publications (e.g. Annual Report Donor and Volunteer Lists, Potential Magazine)
* In partnership with the Grants and Communication Coordinator, manage production of the electronic newsletter.
* Provide support as needed to the Board, Development Committee and the Auxiliary.
* Schedule meeting space and order food for the Development committee and other meetings as assigned.
* Order, purchase and maintain development department inventory of stationery, envelopes and other supplies.
* As needed in the weeks leading up to an event, assist your colleagues in ensuring its success.
* Attend Development Committee, HSA and Auxiliary meetings when requested.
* Compile management reports, statistical data, and financial details for Executive and Development Directors.
* Serve as event photographer as needed.
* Establish and maintain relationships with advancement services professionals and organizations regionally and nationally to enhance one’s professional development.

Alumni Relations and Community Events

* Serve as the Development liaison for all community events going forward.
* Create and send care packages to alumni the first semester of their 9th grade year – work with teachers to sign card.
* Identify and implement ways to work with School directors and former families to arrange for an alum to participate in graduation ceremony.
* Research supplier and order alumni items (pins, t-shirts) – arrange photo opportunity.
* Connect with alumni and parents of alumni for inclusion in publications and to participate in the 5K.
* Other duties as assigned.

**Qualifications:**

* Bachelor Degree and/or relevant work experience required.
* Excellent administrative, organizational and time management skills
* Strong work ethic and analytical skills
* Excellent attention to detail and ability to maintain accurate records
* Experience with data management, knowledge of Raisers’ Edge software a plus.
* Experience working in a high-paced office setting
* Outstanding organization, planning skills, able to work efficiently and meet deadlines
* Proficiency with Microsoft Office, layout and design
* Savvy with social media including knowledge of Facebook, Twitter, Pinterest, Blogs, and Google +
* Ability to manage multiple priorities and work independently
* Ability to maintain productive and professional relationships and a team player
* Good research skills
* Professional acumen and desire to be both back office and front line support as needed.
* He/She will be required to work some nights and weekends.
* Ability to lift 40 lbs.

**License or Certificate:**

 Ability to pass complete background check.

**Hours/Benefits:**

This is a 12-month, full-time position, minimum 35 hours per week. The position provides benefits as described in the School’s Employee Handbook.