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 **Development Database Coordinator**

**Department:** Development

**Reports To:** Director of Development

**Classification**: Non-exempt

**Hours**: 20-25 hours per week, 12 months per year

**Benefits**: Applicable per designated classification

**Approved by:** J. Crowe **Prepared Date:** 2019

**Job Summary:** Reporting to the Director of Development, the Development Database Coordinator supports the work of the Development Department by providing database and record keeping support.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

* Utilizes data base software extensively both to record donor information (gifts, contacts, notes) and to run lists as requested
* Processes charitable receipts and thank-you letters, including proper signatures that are both prompt and meaningful to donors
* Issues regular reminders for outstanding pledge commitments
* Oversees regular synching process between Raiser’s Edge and Education Edge CORE on a schedule to be determined in conjunction with Director of Development and Director of Student Services
* Responsible for ongoing maintenance of data integrity within Raiser’s Edge, including ongoing compilation and promotion of the “WA Raiser’s Edge User’s Guide” and routine clean-up procedures developed in conjunction with the Director
* Provides regular reports and lists as requested to support the ongoing reconciliation of Raiser’s Edge with Financial Edge

**Qualifications**

The Development Database Coordinator must be a spiritually sensitive individual who understands the mission of Wheaton Academy and is committed to help see it become a reality in the lives of our students by manifesting, by precept and example, the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) both in and out of school (Luke 6:40), and as an example to parents and fellow employees in judgment, dignity, respect, and Christian living.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Credentials/Experience**

Bachelor’s Degree (B.A. or B.S.) or equivalent from a four-year college is required or equivalent combination of education and significant work experience demonstrating strong acumen to succeed; two years of experience in professional office setting handling multiple administrative responsibilities and customer service issues recommended; experience in a nonprofit ministry or school a plus.

**Computer Skills**

Demonstrates proficiency in the computer programs used in his/her department. To perform this job successfully, an individual should have strong working knowledge of Microsoft Excel, Word, Outlook, and database software; proficiency in Raiser’s Edge a plus.

**Administrative Support**

Anticipates and proactively completes departmental tasks

**Correspondence**

Demonstrates proficiency in editing and positive tone in emails and in written and verbal communication

**Organization**

Maintains a logical filing system and is able to locate requested documents within minutes.

**Timeliness**

Handles a myriad of regular administrative details and additional responsibilities when asked

Works efficiently; is known as a self-starter, sees what needs to be done and takes the initiative to do it

**Communication**

Regularly updates supervisors on how things are going including things that are going well and items that need improvement

Comes to supervisor as a problem solver when problems are observed

Keeps confidences when asked about confidential issues and directs the question to his or her supervisor

**Community Influence**

Is a regular attendee at co-curricular activities

**Office Climate**

Exhibits supportive and positive and reciprocal respect to students and co-workers

Welcomes interruptions in order to offer assistance

**Versatility**

Adapts his/her role for the benefit of the WA community

**Attitude towards School**

Exudes a positive attitude and love for WA wherever he/she goes

**Collaboration with Colleagues**

Establishes relationships that allow employee to help colleagues develop to their full potential

Maintains a sensitivity to others’ workload and is willing to step in to assist

**Spiritual Formation**

Has a growing and vibrant relationship with Jesus Christ

Demonstrates biblical maturity and serves as a Christian role model

Maintains an active participation in a protestant evangelical church **C , A42001\_1457\_0**

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