

Development Special Projects & Database Coordinator

Department: Development

Reports To: Director of Development

Classification: Non-exempt

Hours: 20-25 hours per week /12 months; Schedule TBD with supervisor

Benefits: Applicable per designated classification

Job Summary: Reporting to the Director of Development, the Development Special Projects and Database Coordinator manages the database for the Development Department and oversees special projects.

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

1. **Database Management** - Utilizes Raiser's Edge extensively both to record and manage donor information, run reports, and run events.
2. **Christmas Gift Program** – Executes annually
3. **Academy Associates spring musical ticket giveaway** – Executes annually
4. **Fundraising and donor stewardship events management** - Maintains a calendar of all events and oversees or supports the preparation and execution of the following events:
 - o Development-related events within Homecoming Weekend
 - o Academy Associates thank-you event
 - o WA Hunt
 - o Campaign kick-offs, groundbreakings, and/or dedications as needed
 - o Other Development related events assigned by the Director of Development

Qualifications

The Development Events & 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.

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.
- 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, PowerPoint, and database software; proficiency in Raiser's Edge preferred.



Administrative Support

- Anticipates and proactively completes departmental tasks.

Correspondence

- Demonstrates proficiency in editing and positive tone in in written and verbal communication.

Project/Event Management

- Solicits clear and specific goals and objectives for the project/event.
- Executes the project/event in consideration of any time and budget constraints.
- Develops and documents procedures to ensure repeatable systems.

Organization

- Maintains a logical filing system and can locate requested documents within minutes.
- Handles a myriad of regular administrative details and additional responsibilities when asked

Multi-Tasking/ Independence

- Takes the initiative to solve problems and make things better.
- Able to act decisively when necessary.

Communication

- Regularly updates supervisors on how things are going including things that are going well and items that need improvement.
- Handles confidential information with professionalism.

Office Climate

- Exhibits supportive and positive and reciprocal respect to co-workers.
- Welcomes interruptions in order to offer assistance.

Versatility

- Adapts his/her role for the benefit of the department

Collaboration with Colleagues

- 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.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.