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 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.