Position Title: Gifts and Data Coordinator
Employment Category: Full Time
Permanent/Temporary: Permanent
Reports to: Director of Advancement Services
Exempt/Non-exempt: Non-exempt
Schedule (hours and weeks): 37.5 hours per week, 52 weeks per year
Benefits Eligible: Yes
Prepared by: Gage Dobbins
Date: 05/17/2024

SUMMARY DESCRIPTION
The Gifts and Data Coordinator is responsible for processing all gifts, acknowledgement letters, and receipts daily, as well as record management and maintenance.

ESSENTIAL FUNCTIONS AND KEY OBJECTIVES
Process all donations, from entering gifts into the database to producing and mailing/emailing gift acknowledgment letters to providing excellent customer service to donors, their representatives, and other associated personnel who require administrative support during the gift-giving process.
Collaborate with the Business Office to reconcile all donations and financial matters involving contributions (e.g., month-end reports, gifts-in-kind, matching gifts, new account numbers, etc.).
Establish and maintain gift backup files following institutional and governmental guidelines.
Update biographical information for constituents as part of the gift entry process.
Run data queries and reports associated with gift entry.
Prepare scheduled pledge reminders for annual fund and capital campaigns.
Create new constituent records, perform biographical data updates for Brooks’ constituents, and research new information based on returned mailings, email bounce-backs, phone number changes, etc.
Maintain database accuracy, perform regular database clean-up projects, and record updates for all constituencies.
Assist with establishing standards for data entry and usage and documenting these standards to further improve the efficiency and productivity of the Advancement Office.
Secure all data following strict confidentiality standards.
Performs other duties as assigned.

ADDITIONAL RESPONSIBILITIES
Perform additional functions incidental to office activities, including working occasional evening and weekend events.

REQUIRED SKILLS
Experience using CRM database systems; knowledge of Raiser’s Edge is strongly preferred

Strong computer skills, including high competency in Microsoft Office, especially Word and Excel, and Google suite

Ability to work quickly and accurately with proficient typing skills

Understanding of basic fundraising principles, including annual giving and capital campaigns

Highly organized with strong attention to detail and the ability to follow strict policies and procedures

Discretion in dealing with sensitive and confidential information

Possess strong problem-solving skills

Ability to manage multiple projects simultaneously and work with deadlines

Exhibits collaborative spirit in response to emerging or unplanned projects

QUALIFICATIONS
1. Education
   Bachelor’s degree preferred

2. Experience
   Experience in nonprofit support, data entry, or independent school setting preferred
WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an indoor environment. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS: This is largely a sedentary role; however, while performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. Must be able to travel across campus as needed and be able to sit for long periods at a desk working on the computer.

TRAVEL: This role does not require travel.

APPLICATION AND POSITION INFORMATION:

Brooks School believes that realizing a mission aimed at providing the most meaningful educational experience its students will have in their lives requires intentional work to build and foster diversity, equity, and inclusion for all members of our predominantly residential school. As such, we seek a diverse candidate pool that includes those who are traditionally underrepresented and less familiar with boarding school life.

All interested candidates should submit the following materials by email with attachments to Director of Institutional Advancement, Gage Dobbins, gdobbins@brooksschool.org:

- Cover letter expressing why you are interested in Brooks and this opportunity
- A current resume
- Three professional references and their contact information

EEO STATEMENT: Brooks School does not discriminate on the basis of race, gender, color, sexual orientation, disability, or religion in the administration of its educational policies, admission policies, employment policies, financial aid and loan programs, athletic programs, and other school-administered programs and activities.