Inspire and challenge.
At Belmont Day School, we foster intellectual curiosity, honor differences, and empower meaningful contribution with excellence, respect, honesty, responsibility, caring, and joy.

Development Associate

The development associate will be responsible for database management, prospect research, and all aspects of the Raisers’ Edge (RE) database, and administrative tasks such as event registration, mailings, etc. This individual will work closely with the director of development and the annual fund director.

This is a 12-month, part-time (20 to 25 hours per week), non-exempt, and benefit-eligible position that reports to the director of development. The start date is flexible late in May to early June 2021.

Essential Functions and Responsibilities

Manage the development database following best practices for gift processing, coding, tracking, and reporting.

- Input and extract data from Raiser’s Edge and create reports (i.e. gifts, participation honor/memorial acknowledgement).
- Manage the gift processing system including processing gifts, preparing acknowledgments, and reconciling data with the business office.
- Produce and maintain a suite of reports that provide insights into dollars raised, constituency participation, engagement insights, annual fund metrics, annual report donor lists, and giving.
- Maintain accurate prospect records and update information including capacity ratings, wealth information stages, pipelining information, and funded gifts.
- Manage RE database clean-up and standardization for accuracy, annual database transitions (i.e. entering new parents, changing current parents to past parents).

Administrative Responsibilities

- Manage event payments, RSVPs, attendance tracker, timely event communications, name tag preparation, coordination of day-of logistics.
- Assist with imports/exports of data, mail/label merges, and data entry.
- Update and maintain constituent records in Raiser’s Edge.
- Provide administrative support to the director of development, as needed.
- Must maintain confidentiality of all development records and information.

Qualifications

- Bachelor’s degree and a minimum of 3+ years work experience in the development field. Preferred candidates will have fundraising experience in an academic environment.
Proficiency with Raiser’s Edge fundraising software and/or the ability to master use of the system in a timely manner.

Ability to work both independently and as part of a team to establish and build effective working relationships with students, faculty, staff, and parents.

Must be able to meet deadlines, balance multiple projects, be detail-oriented, have strong interpersonal skills, excellent communication skills, and good mathematical skills.

High-level knowledge of Microsoft Office with proficiency in Word and Excel.

Cultural competency based on experience and professional development in diversity work.

Availability for occasional weekend and evening commitments.

Please send a cover letter specific to this position and resume to careers@belmontday.org and include Development Associate in the subject line.

Belmont Day seeks candidates who will add to the diversity of our community. The school will always be maintained as a nonsectarian institution. The school is an equal opportunity employer. The school complies with all legal requirements in connection with admissions and access to programs, facilities and employment practices regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, genetics, age, or disability.

[Accredited by AISNE]