



Position: Development Coordinator

Organizational Background

From the top of Mount St. Alban, St. Albans School looks up to the Washington National Cathedral and out to the United States Capitol. Our location serves as an embodiment and constant reminder of the School's motto: Pro Ecclesia et Pro Patria, for Church and Country. The School was established in 1909 by the Protestant Episcopal Cathedral Foundation. Our mission is to prepare boys in grades 4 through 12 to develop and use their spiritual, intellectual, artistic, and physical gifts not for themselves alone, but in service of the greater community. As an Episcopal school, we welcome and embrace boys of all faiths and backgrounds to this caring community that learns, prays, plays, sings, and eats together. We are committed to a diversity among students, faculty, and staff that shapes and enriches our shared experiences.

As part of the Protestant Episcopal Cathedral Foundation (PECF), St. Albans, the Cathedral, the National Cathedral School, and Beauvoir benefit from strong ties and collaboration.

Job Description

Reporting to the Director of Development Services, the Development Coordinator conducts all gift and data entry and processing, as well as manages the acknowledgement system, according to data entry protocols for St. Albans School's constituent management database.

Specifically, areas of responsibility will include:

- Responsible for the use and upkeep of the constituent management database to ensure integrity and accuracy of information and utilization of robust and consistent protocols
- Ensures compliance with IRS regulations regarding charitable gifts and CASE Management and Reporting Standards (CMRS)
- Maintains integrity of constituent data:
 - Executes annual database changes
 - Updates constituent records as needed, in constituent management software and adjunct applications such as volunteer management systems
 - Conducts ongoing research to find lost and deceased constituents
 - Distributes death notices and records constituents as deceased
 - Maintains accurate paper files to substantiate constituent management data
- Enters gifts and produces timely receipts and acknowledgments
- Produces annual, monthly, and more frequent queries, lists, exports, and reports to support the work of the Development program
- With the Director of Development Services, manages and executes all routine data reporting for benchmarking purposes (NAIS, CASE, AIMS, AISGW, etc.)
- Serves as the Development Office's liaison with the Business Office:
 - Generates gift reports
 - Executes monthly reconciliation
 - Assists with end-of-year reconciliation, including with auditors
- Serves as the Development Office's liaison with the Communications Office:
 - Runs reports for annual school directory



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- Updates all internal records (F/S) in RE and MySTA
- Assists Communications with reports for all-school mailings and emails
- In partnership with the Director of Annual Giving:
 - Queries, exports, and prints mail-merged solicitations
 - Organizes and maintains all gift paperwork filing
- Produces quarterly pledge reminders for all gifts (annual giving and non-annual giving)
- Generates data and lists for the *Annual Report*
- Produces data for and assists in orchestrating mailings
- Helps other team members to process and record event reservations, manage attendee lists, and produce name tags
- Assists the Director of Development Services with prospect research
- Collaborates with Development staff colleagues to ensure the effective development of strong relationships between constituents and the School, education of constituents about why philanthropic support is necessary and warranted, and communication of the School's appreciation for and impact of contributions made by donors
- Assist with administrative duties, as requested by the Executive Director of Development

The position may perform other related duties as assigned. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

Classification:

☐ Faculty	☒ Staff	
☐ 10-month	☒ 12-month	☐ Temporary
☒ Full-Time		☐ Part-Time
☐ Exempt		☒ Non-Exempt
☒ Designated Onsite		☐ Telework Eligible
☐ Salary		☒ Hourly

Reporting: Reports to the Director Development Services

Salary Range: \$25-\$35/hour depending upon education and experience

Supervision Exercised

For the purposes of management, performance assessment, and span of control, the Development Coordinator directly supervises:

- N/A

Professional Experience & Qualifications



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Minimum Experience: A minimum of 2 years of relevant experience

Education: Bachelor's degree preferred

Certifications: N/A

Position Qualifications:

- Understands and promotes best practices in independent school fundraising, including CASE's *Statement of Ethics* and *Principles of Practice for Fundraising Professionals at Educational Institutions* and AFP's *Code of Ethics* and *Donor Bill of Rights*
- Endorses the School's mission and values and understands its history and culture
- Exhibits personal and professional integrity as well as respect for the confidentiality of colleagues and constituents
- Demonstrates self-motivation, flexibility, problem-solving, and commitment to innovation
- Displays cooperation, collegiality, and teamwork
- Exhibits excellent planning, prioritization, organization, multitasking, efficiency, and follow-through in execution of responsibilities
- Shows dependability, punctuality, and high quantity, quality, accuracy, and timeliness of work produced
- Maintains a professional appearance and demeanor
- Demonstrates commitment to professional development and self-improvement
- Has, or is willing and able to develop, proficiency in use of technology: Raiser's Edge® database, Microsoft Office®, (Outlook, Word, Excel, and PowerPoint), Google Workspace, GiveCampus, Graduway, etc.
- Willingness to work mornings, evenings, and weekends as requested

Work Behaviors

This position requires an individual with the following characteristics:

- Commitment to St. Albans School's values;
- Good character, kindness, and an open heart and mind;
- Integrity and honesty, with the highest ethical standards to choose the hard right over the easy wrong;
- Personally accountable; assumes ownership, control and accountability for all areas of responsibility and commitments made to others;
- Accessible and responsive; serves others through collaborative problem-solving and openness to new ideas;
- Passionate, collaborative, strategic, and smart with a hands-on, roll-up-the-sleeves orientation;
- Strong team player with high EQ, making it a key priority to develop strong relationships with faculty and staff at all levels at the School;



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- Invests the time to be a visible, engaged and engaging presence on campus;
- Ability to establish trust and credibility;
- Flexible and receptive to change;
- A positive “can-do” attitude.

Working Conditions

SCHEDULE: Typically, Monday through Friday between the hours of 8:00 AM to 5:00 PM, with occasional work on weekends.

WORK ENVIRONMENT: Generally, work is performed in an office with occasional work required in an outdoor environment of varied weather conditions.

How to Apply

To apply, please submit a resume and a cover letter that addresses your interest in the position to STAJobs@stalbansschool.org with “Development Coordinator” written in the subject line.

Additional Information

Direct Deposit

To ensure timely and secure wage payments, St. Albans School utilizes mandatory payroll direct deposit for all employees. New hires are required to complete direct deposit enrollment before their first scheduled paycheck.

An Equal Opportunity Employer

St. Albans is committed to creating and maintaining a community that celebrates a diversity of voices and perspectives and fosters respect for everyone. St. Albans School welcomes and values individuals from all backgrounds. Such diversity is essential to a community of learning and growth. In nurturing the hearts, minds, and bodies of its students, St. Albans prepares boys for fulfilling lives of responsibility, leadership, and service to others.

St. Albans is an equal opportunity employer. We select and promote employees based on qualifications and without regard to race, color, religion, national origin, marital status, gender, sexual orientation, age, disability, or veteran status.