

**Job Title: Development Assistant: Gift Entry and Acknowledgement**

**Job Family: Certificated**

**Reports To: Director of Development**

**Number/Titles of Subordinates: N/A**

**FTE: Part Time**

**N/E: Non-Exempt**

**Peers: Other campus and department assistants**

**Main Purpose of the Position:** The Development Assistant will assist the Director of Development and Database Administrator with gift entry, updating databases and coordinating donor communications.

**Christian Role Model Commitment:**

* Express a testimony of a personal relationship with God through Jesus Christ
* Serve as a Christian role model and a consecrated Christian, dedicated to the purpose and goals of the Christian school
* Have an understanding of the philosophy and objectives of Valley Christian Schools
* Be regular in attendance at a Christian Bible believing church of your choice
* Be in agreement with the VCS Statement of Faith and be committed to daily prayer and spiritual growth. (I Tim. 1:3; I Tim. 2:1-8; I Tim. 3:1-13; I Thess. 5:11-28; Rom. 12:14-21; Rom.14: 4; Gal. 6:1-10)

**Personal and Professional Qualifications:**

* Have a proven evidence of adequate preparation, background and ability required by the position.
* Be committed to implement and enforce policies and follow prescribed procedures.
* Have the skill to make and effectively communicate timely decisions.
* Have the ability to foster creativity and be responsible for creative ideas.

**List Job Duties:**

* Assist in a variety of data entry and administrative tasks with in the Development Office
* Operate Donor Database including
	+ Assist in maintaining records in Raiser’s Edge
	+ Gift receipt and batch for daily/weekly acknowledgments
	+ Update and Import Employee Donations through Payroll Reports
	+ Process, acknowledge, and receipt donations in accordance with IRS guidelines
	+ Assist the Database Administrator in managing Raiser’s Edge NXT annual, year-end data clean up
	+ Assist in managing Quest Ball event/ database including on-site data entry/coordination at all Development Events
* Prospect research incoming accepted families
* Assist in preparing and sending out communications from the Development Office including acknowledgement letters
* Produce and/or prepare confidential letters and reports
* Produce and deliver weekly and monthly donation/donor reports for reconciliation with Raisers Edge development software and Solomon accounting software (Collaboration with Finance and Business)
* Work with Director of Development and Alumni Coordinator for event integration with Raiser’s Edge NXT
* Liaison between Admissions and Development Offices
* Assist in managing volunteer registration and coordination including all forms and online sign-ups
* Assist with coordinating and supervising activities at events
* Set up and host Development table at Back to School Nights, New Parent Orientation and others
* Keep all Development files well organized
* Work with Quest Ball winners with any travel, reservations and distributing winnings (Collaboration with Security or campuses as needed)

**Knowledge and Skills:**

* Administrative writing skills
* Proofing ability
* Integrity and ethical Christian conduct
* Positive attitude conveyed in word and deed
* Logical thinking and practical decision‐making
* Strong written and verbal communication
* Strong organization skills
* Work independently on projects
* Strong Microsoft Office skills
* Time management skills
* Demonstrate flexibility
* Excellent interpersonal skills
* Project coordination experience
* Ability to work well with all levels of internal management and staff
* Discretion in the use of confidential information
* Experience with data and database management preferred

**Extent of Public Contact: (Type and frequency)**

* Daily contact with teachers, staff, coaches, students, parents, guests and school administrators

**Physical Demands: lifting, walking, equipment operations**

* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee frequently is required to walk, sit, and stand for long periods of time. The ability to operate a computer and other office equipment is required. Occasional lifting or carrying, can be in excess of 25 lbs.

**Working Conditions and Environment: travel, usual work hours, environmental conditions**

* The Development Associate will work three (3) days per week and will be stationed in the Development Office. The specific work hours will be determined by collaborating with the Director of Development and/or Data Base Administrator.
* The position requires occasional work on evenings and weekends.