



MADEIRA

Title: Gifts and Acknowledgments Coordinator

Department: Development

Reports to: Director of Annual Giving

Position Purpose

To manage the gifts and acknowledgment process in support of the Development Office. Is a key player in achieving the goals of the office to steward, recognize, and cultivate donors and prospects.

Key Accountabilities

Gift Processing

- Daily entering gifts (data entry requires analysis and decisive judgment at the time of entry)
- Manages all aspects of the gift acknowledgment process, including thank you letters and pledge reminders
- Oversees corporate matching gifts process
- Oversees the online and recurring gifts process
- Oversees payroll deduction gifts process
- Resolves donor and gift issues
- Maintains and establishes policies & procedures for gift entry

Communication

- Serves as a liaison between the business office and the development office
- Serves as a liaison with the school's stock broker
- Serves as a liaison with corporate matching gift companies
- Works with donors to answer any questions they may have about their gifts

General Office Support

- Provides administrative support to the development office
- Assists directors and gifts officers with occasional special events, mailings, invitations, etc.
- General support for The Madeira Fund
- Updates Raiser's Edge donor records and assist with database clean up

Miscellaneous

- Other duties as assigned

Position Requirements

<ul style="list-style-type: none"> ● Skills & Knowledge 	<ul style="list-style-type: none"> ● Experience 	<ul style="list-style-type: none"> ● Education
<ul style="list-style-type: none"> ● Knowledge of development procedures strongly preferred. ● Knowledge of business aspects preferred. ● Exceptional data management, analytical and problem-solving skills. ● Excellent organizational skills with particular ability to multi-task and prioritize work. ● Accuracy and attention to detail in maintaining data integrity. ● Proficiency in basic database systems and basic computer applications (e.g., Word, Excel); willingness and ability to learn additional applications as needed. ● Excellent communication and interpersonal skills; ability to be diplomatic. ● Ability to handle sensitive and confidential matters with appropriate discretion. ● Willingness & ability to work flexible work schedule, including occasion evenings & select weekends. ● Appreciation of and commitment to boarding and/or single sex education, diversity and to serving the needs of a diverse population. 	<ul style="list-style-type: none"> ● One - three years of office experience in a related field. ● Experience in development office and/or educational setting preferred. ● Minimum of six months previous experience with Blackbaud's Raisers Edge Software required. 	<ul style="list-style-type: none"> ● Bachelor's degree preferred. ● Equivalent combination of education and/or experience will be considered.

Disclaimer: The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required.

The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be consulted and notified of any changes before they become effective.