



## SAINT ANN'S SCHOOL

### **POSITION ANNOUNCEMENT: DEVELOPMENT OPERATIONS COORDINATOR**

Saint Ann's School, an independent, non-sectarian day school enrolling approximately 1085 students in Pre-Kindergarten through High School, seeks a full-time Development Operations Coordinator.

#### **ABOUT SAINT ANN'S SCHOOL**

Saint Ann's School is a leading independent not for profit school located in Brooklyn Heights, New York. Since its founding in 1965, Saint Ann's has embraced a commitment to education for its own sake, oriented to the capacities of each individual student, free of the encumbrances of formal grading, prizes, and rankings. At the same time, we are unabashedly committed to excellence in all that we do. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a passion for learning and to sustain creative energy in every field of endeavor. We accomplish this by offering talented students instruction shaped by creative and dedicated faculty, forming a true community of learners from pre-Kindergarten through high school.

#### **POSITION RESPONSIBILITIES**

The following is a brief description of the functions expected from the Development Operations Coordinator:

##### Gift Processing and Reporting

- Enter gifts into the database, process receipts, merge and print acknowledgement letters
- Work with the Finance Office on monthly reconciliation of gift records
- Track pledges and work with Director of Annual Giving on pledge reminder letters
- Manage grant reporting to foundations

##### Database Management

- Willingness to develop robust proficiency with Veracross to build intricate queries and reports
- Work with Director of Annual Giving on giving analysis (i.e. participation rates among constituencies, giving patterns, etc)
- Research and update alumni work and education records in Veracross
- Conduct mail and email merges for mailings using Veracross, MS Word, Excel and Gmail
- Maintain data integrity, investigate and remedy issues as they arise, locate and merge duplicate records
- Work closely with the Saint Ann's technology staff on troubleshooting any database issues and questions

#### Social Media and Digital Archiving

- Support the Development Office in maintaining a regular social media presence on Instagram and Facebook
- Maintain the Development Office digital archive to include photos and scanned development materials
- Photograph school events for social media

#### Other Duties and Projects

- Provide support as needed to all development staff for communications, event staffing, and other projects
- Research event spaces for development and alumni events
- Must be able to work some evening events
- Other duties as assigned

### **PROFESSIONAL REQUIREMENTS**

The Development Operations Coordinator position requires an individual who can be a key member of the development department in addition to being technically strong in areas related to constituent relationship management. The position requires:

- Bachelor's Degree required
- Two years of related (not-for profit, tech company or independent school) experience a plus
- Experience managing databases, working with cloud software and productivity suites strongly preferred
- Ability to work independently
- Ability to communicate tactfully with all constituents in a school environment
- High level of organization skills with an attention to detail and deadlines
- Ability to think logically and solve technical problems; must be able to handle confidential information with discretion and integrity

### **COMPENSATION**

A competitive compensation package, commensurate with level of experience, plus benefits.

### **APPLICATIONS**

Please e-mail a resume along with a cover letter to [development@sainannsny.org](mailto:development@sainannsny.org). Only applications with cover letters will be considered.

### **NOTICE OF NONDISCRIMINATORY POLICY**

The School does not discriminate on the basis of race, color, religion, creed, gender, age, marital status, disability, national or ethnic origin or sexual orientation in carrying on its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.