



DEVELOPMENT DATABASE & OFFICE MANAGER

ABOUT EAGLEBROOK SCHOOL

Eaglebrook is a junior boarding and day school for boys in grades six, seven, eight and nine, located in Deerfield, Massachusetts. Founded in 1922, Eaglebrook's vision is to help each student develop his unique gifts during the important middle school years, and our mission is to meet boys where they are in their development and to encourage them to build self-confidence through success. Eaglebrook offers a rich and diverse curriculum geared toward the learning styles of middle school boys.

THE POSITION

Eaglebrook School seeks a full time Database & Office Manager for the Development and Alumni Relations Office. Responsibilities include gift and data entry, report generation, inter-office reconciliations and administrative tasks. The Database & Office Manager reports to the Director of Development, and supports the efforts of the entire office.

RESPONSIBILITIES:

Gift & Data Entry and Reporting:

- Enter gifts in accordance with best practices
- Generate receipts, acknowledgement letters, and file all relevant paperwork
- Generate reports for the Development, Business, and Headmaster's offices
- Reconcile with Business Office
- Create analytical reports for the Director of Development and Headmaster
- Update and maintain constituent information
- Update all changes of contact information for constituents
- Update salutations corresponding to all outside mailers and reports

Office Management:

- Provide support for alumni relations, annual giving, capital giving, events, foundations and planned giving
- Order supplies
- Generate lists for mail house
- Work with Admissions Office to maintain constituent records

REQUIREMENTS:

- Bachelor's degree
- Five or more years of experience in Development/Advancement (or equivalent experience)
- Proficiency in Microsoft Office, Google applications, Mac OSX and database software (preferably Blackbaud's Raiser's Edge)
- Attention to detail
- Ability to work in an office (team) setting
- Ability to work occasional evenings and weekends (special events on campus)
- Good sense of humor

Please send resume and cover letter to Liz Feeley at lfeeley@eaglebrook.org