Tenacre Country Day School • Wellesley, MA

Gift Coordinator & Data Processor Job Description
10-month position, 32 hours/week

Tenacre Country Day School is seeking a Gift Coordinator & Data Processor to begin in September. Tenacre’s mission is to nurture and challenge each child, every day. Everything we do is designed to enhance this all-important balance over a broad range of homeroom and special subjects, along with other activities. As a school dedicated to the elementary years, Tenacre values the importance of teaming with the grade-level teaching partner, the strong partnership between parents and staff, and the meaningful participation of each child in daily school life. We provide our teachers with numerous professional development opportunities and a collegial atmosphere. Tenacre values diversity and inclusiveness in our curriculum and our school community, and we expect all community members to contribute positively to the school experience.

As a community of children and adults, we strive to work hard, to find joy, and to be kind.

Position Summary:
The Gift Coordinator and Data Processor will process gifts received from individual donors, corporations, and third-party vendors, as well as Annual Funds, Corporations and Foundations, and other areas of the school that raise funds. This position also creates new and maintains existing biographical records for alumni, students, parents, friends, staff, faculty, corporations, and charitable foundations by researching, reviewing, and entering information into the database.

- Working collaboratively with faculty and staff to provide accurate information on alumni, students, parents and other constituents, and protecting the confidentiality of this data.
- Producing regular reports on gifts, pledge reminders, deceased donors and other development reports and generating appropriate letters and emails.
- Entering pledges and gifts into the database in a timely manner and delivering gift deposits, gift logs, and other necessary reports to the Business Office. Acknowledgment to all gifts received with a letter from the Head of School including tax receipt information.
- Maintaining, updating, and facilitating a moves management system that drives cultivation and solicitation strategies for donors and prospects.
- Facilitating the stewardship process for restricted and endowed funds, ensuring timely entry of data into Raiser’s Edge and generating letters for the appropriate stewards of each fund.
- Working closely with the Business Office to reconcile gifts and pledges entered into the system and participating in annual (summer) data turnover.
- Entering and tracking event registration for events throughout the year.
● Closing the Annual Fund and preparing funds and acknowledgment letters in Raiser’s Edge for the upcoming fiscal year.
● Completing other duties as assigned.

Qualifications:
● Bachelor’s degree or equivalent.
● Work experience in data management; technical knowledge of data management systems and processes; experience with relevant Blackbaud solutions preferred, such as Raiser’s Edge/NXT.
● Two or more years of development experience is preferred; administrative support experience will be considered; non-profit or education experience is beneficial.
● Strong computer skills and demonstrated proficiency with Raiser’s Edge and Google Suite of applications.
● Ability to work independently as well as part of a collaborative team.
● Professional work habits and the ability to handle confidential information with discretion.
● Strong interpersonal, written, and verbal communications skills combined with excellent project management skills.
● Ability to prioritize, multi-task, and accomplish set responsibilities while gracefully responding to unexpected tasks.

Please contact:
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Tenacre Country Day School considers applicants for all positions without regard to age, race, religion, national origin, creed, veteran or uniformed service status, gender identity, sex, sexual orientation, genetic information, marital status, or any non-job related physical or mental disability. As an inclusive community, we welcome candidates who will increase the diversity of our school.