



ELIJAH HOUSE ACADEMY

becoming

Position Description: Annual Giving Coordinator

Position Summary:

Elijah House Academy (EHA) is a diverse and Christ-centered school community that currently serves over 185 students, transitional kindergarten through eighth grade. After more than three decades of storied work with the children of Richmond, EHA finds itself in a dynamic moment. We are actively growing enrollment by adding an additional classroom per year. We are also years into a shift in pedagogy associated with the renewal of our educational philosophy, influenced by both classical and Charlotte Mason approaches. Finally, we just wrapped up a major capital campaign and construction project for a 12,000 square foot multipurpose building. EHA is seeking to fill this open position on our development team. The Annual Giving Coordinator is an administrative support position in the development office whose primary focus is administering annual fund donations and its sources, coordinating volunteers, communicating print and digital pieces to donors, and assisting the director of development with special initiatives.

Position Reporting Responsibility:

This position will report directly to the Director of Development

Position Requirements/Qualifications:

Anyone who is seeking this position at EHA must:

- Agree with the EHA statement of religious beliefs
- Embody the mission, vision and values of EHA
- Demonstrate an ability to build relationships, communicate and collaborate with our diverse community
- Hold at least a Bachelor's Degree
- Have experience in a development office (preferable)
- Protect EHA privileged information

Position Skills:

- Effective communication
- Strong organization and time management

- Problem solving
- Multi-task
- Flexible
- Professionalism
- Confidentiality
- Technological skills

Essential Duties and Responsibilities:

1. Administer annual fund donations
 - a. Donor data entry
 - b. Gift tracking and recognition
 - c. Review and report on donor data
 - d. Administer tax credits (NAP and EISTCP)
 - e. Manage donors <\$1,000
2. Coordinate Volunteers
 - a. Understand the landscape of volunteer opportunities at EHA
 - b. Advertise and connect remarkable volunteers to opportunities
 - c. Track, oversee, and manage volunteer experiences, relationships and appreciation (tutoring, PDW breakfast, newsletter mailings, Teacher Appreciation, Kindergarten Graduation, 8th-Grade Graduation, staff lunches and snacks, VBS collections, special events, etc.)
 - d. Administer volunteer applications and background checks
3. Communicate with the donor community
 - a. Create and distribute quarterly newsletter
 - b. Create and distribute monthly e-newsletters
 - c. Update development and employment opportunities on the website
 - d. Manage EHA photography and videos (limited)
 - a. Coordinate creation of videos when needed
 - e. Order printing materials and supplies
4. Partnering with advancement staff on special initiatives
 - a. Annual gala - database tracking, vendors, volunteers, communication pieces
 - b. Partner Day
 - c. Other
5. Managing Title IIa and Title IVa grants through Richmond Public Schools
6. Assisting a homeroom teacher with morning discipleship and mentoring

7. Assisting Head of School with:
 - a. Morning Discipleship material coordination
 - b. Administrative employment docs