



# ELIJAH HOUSE ACADEMY

## becoming

### **Position Description: Advancement Database Manager**

#### **Position Summary:**

Elijah House Academy (EHA) is a diverse and Christ-centered school community that currently serves more than 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 also recently shifted 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 Advancement Database Manager is an hourly, administrative support position in the development office whose primary focus is donor data, donations and its sources, communicating print and digital pieces to donors, and assisting the development manager with special initiatives.

**Position Reporting Responsibility:** Development Manager

**FLSA Status:** Non-exempt

**Hours:** Full-time, 12 months

#### **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
- Have experience in a development office (preferable)
- Protect EHA privileged information

#### **Position Skills:**

- Effective communication

- Strong organization and time management
- Problem solving
- Detail oriented
- Multi-task
- Flexible
- Professionalism
- Confidentiality
- Technological skills

**Essential Duties and Responsibilities:**

1. Collect, organize, and report donor data
  - 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 many donor relationships
  
2. Manage communication systems to donors
  - a. Distribute quarterly newsletter
  - b. Distribute monthly e-newsletters
  - c. Update development and employment opportunities on the website
  - d. Assist with EHA photography and videos
  - e. Order printing materials and supplies
  
3. Support the development manager on special initiatives
  - a. Alumni Communications
  - b. Annual gala - database tracking, vendors, communication pieces
  - c. Partner Day
  - d. Other
  
4. Administrating Title II and Title grants through Richmond Public Schools
  
5. Assisting a homeroom teacher with morning discipleship and mentoring
  
6. Assisting with
  - a. Morning Discipleship material coordination
  - b. Administrate employment docs