



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 Coordinator with special initiatives.

Position Reporting Responsibility: Development Coordinator

FLSA Status: Non-exempt

Hours: Full-time, 12 months, typically 8-4:30

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:

- Strong organization and time management

- Detail oriented
- Data Management
- Technological skills
- Confidentiality
- Effective communication
- Problem solving
- Multi-task
- Flexible
- Professionalism

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. Order printing materials and supplies
 - d. Update development and employment opportunities on the website
 - e. Assist with EHA photography and videos

3. Support the development manager on special initiatives
 - a. Alumni Communications
 - b. Annual gala - database tracking, vendors, communication pieces
 - c. Partner Days
 - d. Other

4. Administrating Title II and Title I 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