SUMMARY

The main purpose of this position is to oversee the general front office functions that support the fundraising goals of the Development Office. She/he will be responsible for managing the database to effectively and accurately support the donor stewardship process, and to produce and analyze reports that help to implement, track and report on the fundraising activities of the Seminary.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Manage data entry for accuracy and consistency.
   a. Run all development reports (giving history, number of donors in a given year, etc.)
   b. Establishes and maintains a system for report requests.
   c. Provide oversight to database entry and train all staff in use of the system.
   d. Create and maintain effective processes for essential data entry into Raiser’s Edge.
   e. Set up dash boards for development staff.

2. Teamwork:
   a. Ensure effective collaboration within the front office team, including the Gift Processing Coordinator, Event Coordinator and the Donor Services Administrator.
   b. Coordinate cross-training on all functions for the team.
   c. Serve as a backup on gift entry and processing.
   d. Serve as a backup on event coordinating.

3. Communication and administration:
   a. Coordinate all mailings and query all lists.
   b. Update thank you letters regularly and note them in Raiser's Edge.
   c. Oversee other office functions for smooth operation of the department.
   d. Coordinate and provide administrative support for the Director of Development and the Annual Fund Coordinator.
4. Grant administration  
   a. Assist with a grant program implementation and ensure compliance with grants received.
5. Scholarships:  
   a. Create and maintain process for scholarship tracking and notification, seek to automate as many processes as possible.  
   b. Coordinate all special needs for specific scholarships with the Director of Financial Aid.
6. Other duties as assigned to assist the Development Department and Calvin Seminary.

SUPERVISORY RESPONSIBILITIES

The Donor Services Administrator will provide oversight to the Gift Processing Coordinator, the Event Coordinator, and supervise student workers employed by the Development Office.

QUALIFICATIONS

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and ability required.

EDUCATION and EXPERIENCE

This position requires a bachelor’s degree from a four-year college or university. One or more years of previous non-profit, fundraising, or database experience is strongly desired. The ideal candidate is a self-starter, detail oriented and able to work well in a team. Able to show evidence of organizational, administrative and communication experience.

COMMUNICATION SKILLS

The person in this position should demonstrate communication skills to represent Calvin Seminary competently to external audiences, ability to work with and coordinate activities across broad networks of people, and computer and analytical skills necessary for data and information compilation and analysis.

DECISION MAKING/JUDGMENT

The position requires the ability to prioritize projects and deadlines, plan effectively, think clearly and act responsively.

OTHER SKILLS AND ABILITIES

1. Natural aptitude for hospitality.  
2. Effective interpersonal and public relations skills.  
3. High level of organization and accuracy.  
4. Creativity and energy.  
5. Flexibility and ability to manage multiple tasks.
7. Use of digital tools at above average level of skill mastery in such platforms as Microsoft Office Suite; Raiser's Edge or other development software; Google apps, and social media.

PERSONAL INTEGRITY

This position requires a person of unquestioned personal integrity demonstrated by honesty in word and deed, supportive teamwork, and ability to keep sensitive matters confidential. Additionally, because Calvin Seminary is the denominational seminary of the Christian Reformed Church in North America, deeply rooted in the Reformed tradition, the person must be familiar with and respect the Christian Reformed Church in North America and her constituencies. A vibrant Christian faith and active church membership are essential.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The work in this position is performed within routine office conditions, usually without exposure to hazardous or unpleasant conditions. The position will also require some light lifting and some travel to local seminary events. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply, submit a cover letter and resume to Karen DeYoung at semhr@calvinseminary.edu. The position will remain open until filled, with review of applicants starting on June 15, 2015.