



MILLER SCHOOL of ALBEMARLE

Job Title: Donor Relations and Development Coordinator

Department: Development

Reports To: Director of Development

Employee Classification: Contractual, Full-Time, Salaried, Non-Exempt

POSITION SUMMARY:

The Donor Relations and Development Coordinator is responsible for assisting the Director of Development with the management of daily activities in the Development Office. He/she helps with all fundraising programs and events. He/she works with alumni, the parent's auxiliary, faculty, staff, volunteers, etc., in directing their efforts to aid the school in its annual fund and capital campaign drives. He/she is responsible for the Development database and the donor stewardship program.

The Donor Relations and Development Coordinator plays a vital role by establishing, creating and maintaining a strong relationship between all MSA Alumni and the MSA community. The primary responsibility is to manage the alumni and donor database and manage the donor stewardship program through processes and strategies to keep donors engaged, show their impact, and build long-lasting relationships. The coordinator will have input for the design of the annual plan to serve the MSA alumni body, building a value-driven alumni culture with current students, and implementing services and activities that engage alumni and encourage participation and support of MSA. This is a full-time position in the Advancement Office and includes employee benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Donor Relations

- Maintain alumni, parent and donor records and other files, including updated alumni information and alumni news for use in relevant communications and MSA Bell Tower Magazine. Search for and engage "lost" alumni, update their contact information and maintain their database records on an ongoing basis
- In coordination with the Development Director, develop, plan, schedule and execute external facing community events throughout the year including commencement week events, class reunion gatherings, community picnics, and other events throughout the year to promote continued contact with MSA alumni, parents and donors
- Generate interest and connectedness through various avenues including social media, print, email, phone, MSA website and personal network and interaction

Annual Fund

- Assist in design 3-4 printed direct mail solicitation pieces per year
- Create and update focused mailing lists for each direct mail piece
- Seek 3-4 competitive printing estimates and coordinate with printer to print and mail each direct mail piece
- Maintain portfolio of all Annual Fund mailings for reference
- Track solicitation ROI for future planning (mail and email pieces and success rate)
- Produce appropriate reports
 - Monthly report for the Advancement Committee of the Board
 - Quarterly report for the Board of Trustees
 - Annual report for the Bell Tower Magazine
 - Annual report and information as needed for the auditor

Events

- Design invitations, submitting to all involved parties for review
- Coordinate with vendors to print invitations
- Manage and record RSVP including database updating post-event
- Assist Director in seeking multiple estimates for rentals and ordering rentals and securing vendors as needed to include floral arrangements, photographers, musicians, and caterers
- Produce name tags, seating cards, programs (as needed)
- Produce and send News Releases regarding events to appropriate news outlets
- Create a donor profile for event attendees for use of the Director of Development, Advancement, Board, and Head of School

Fundraising Database Management

- Maintain up-to-date records for approximately 5,600 active constituents
- Annually update the graduating class and their families
- Annually update Campaign and Solicitation fields to include each active solicitation
- Monitor and report on the success of each particular solicitation
- Reconcile gift totals monthly with the Business Office to ensure each gift is properly recorded by both Finance and Development
- Maintain alumni, parent and donor records and other files, including updated alumni information and alumni news for use in relevant communications and MSA Bell Tower magazine
- Search for and engage “lost” alumni, update their contact information and maintain their database records on an ongoing basis
- Complete Development section of NAIS and VAIS annual surveys

Gift Processing and Donor Stewardship

- Enter gifts in the database
- Generate receipts and acknowledgment letter for Director’s signature
- File copy of letter, receipt, and gift
- Coordinate donor stewardship program to include thank you notes, correspondence of donor recognition, report on the impact of donors’ gifts, send articles and other information of interest to major donors, assist in the management of Miller School giving societies with perks to build a sense of community, send handwritten cards on dates like birthdays, anniversaries, and holidays, births and condolence cards.

QUALIFICATIONS:

- Required:
 - Strong knowledge and understanding of office and business procedures
 - A demonstrated ability to handle fund-raising projects and track details
 - Competence with computer systems and basic word processing
 - Highly organized, detail-oriented with excellent writing and oral communication skills
- Preferred:
 - Prior use of Blackbaud NXT
 - Event planning and project management experience
 - Social media marketing, and
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Attention to confidentiality
- Ability to work as part of a team
- Ability to work effectively with Board members and other volunteers, donors, and consultants

TO APPLY:

- Interested candidates should email a cover letter and a current resume (including a list of references) to Aimee Carter, Director of Development, at acarter@millerschool.org.
- The starting date for this position is July 2024. This is a full-time position, with healthcare and retirement plan benefits.
- Application deadline: until the position is filled

Miller School of Albemarle is a coeducational day and boarding school (grades 8 through 12), located in the foothills of the Blue Ridge Mountains in Charlottesville, Virginia. Visit our site to learn more about [Miller School of Albemarle](#).

Miller School of Albemarle is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.