



POSITION TITLE: Donor and Parent Relations Coordinator

St. John's Episcopal Parish Day School is distinguished by 70 years of demonstrated success in preparing children for lives of learning and service in our ever-changing society. Renowned for its Episcopal identity, a core belief in the potential of our children and the sanctity of childhood, the school delivers an unparalleled, values-driven preparatory education. Hard work, faith, honesty, and a commitment to excellence allow our graduates to thrive in high school, college, and beyond.

Located in the heart of Tampa, St. John's provides an exceptional education for 570 students in pre-kindergarten through eighth grade. The School's Core Values and Episcopal identity focus on inclusivity, support, respect, and the shared values reflected in the school's mission statement. Our students are *Empowered to Lead, Inspired to Serve*. A feeling of positive energy, inclusiveness, optimism, respect, and kindness permeates our campuses.

POSITION DESCRIPTION:

The Donor and Parent Relations Coordinator reports to the Associate Director of Advancement – Major Gifts and provides technical and strategic leadership in the following areas: Parent Relations, Eagles Fund, alumni stewardship, department fundraising systems (Senior Systems), gift and biographical data entry, reporting, data analysis, and database management. This position is a key player in Advancement's use of analytics to drive strategy. The Donor and Parent Relations Coordinator will explore, recommend, and carry out queries, data modeling, contact list segmentation and reporting that will underpin development outreach efforts, donor solicitation plans, and analysis of outcomes. The Donor and Parent Relations Coordinator will also collaborate with key staff to achieve increased brand consistency and recognition, coordination of messages, and external communications. This is a full-time, 12-month, exempt position. The anticipated start date is July 1, 2023, although there is a possibility of an earlier date should the ideal candidate be available.

Essential Functions:

- Oversees the Eagles Fund to meet or exceed annual development plan income goals.
- Serves as the Head of School's liaison with the Parents Association Board, ensuring a strong partnership between the school and parent volunteers.
- Oversees the development database and stewardship program.
- Prepares solicitation materials, including mail appeals, and newsletters.
- Oversees database management system according to all IRS specifications, and School policies and procedures.
- Provides administrative support for the Advancement Team including tracking revenue and expenses, scheduling meetings, coordinating calendars, drafting letters, organizing spreadsheets, and internally coordinating mailings.
- Assists the Advancement team in reaching annual fundraising goals.
- Manages Senior Systems Advancement database, which supports all gift data for all constituencies of the school (current parents, grandparents, friends, alumni, alumni parents, companies, trusts, and foundations).
- Receives and accounts for all cash gifts, gifts-in-kind, and gifts of stock and pledges in Senior Systems. Deposits gifts into proper accounts.
- Records and track all pledges. Sends quarterly pledge statements or when needed.

- Inputs and records all employee gifts through payroll deduction.
- Prepares and mails gift acknowledgment letters for Head of School.
- Works closely with Accounting Department on deposits, reports, and projects.
- Generates financial reports, PowerPoint, and charts/graphs for the Head of School.
- Regularly runs queries and reports to provide data and/or lists for meetings, correspondence, and other needs.
- Works respectfully, effectively, and efficiently with departmental colleagues and cross-departmental staff and management.
- Delivers extraordinary client service to all St. John's constituencies.

Non-Essential Functions/Expectations:

- May need to work at a computer for long periods of time.
- May need to work in a sitting position for long periods of time.
- May need to walk to other locations on campus; may need to climb steps.
- Must be able to work 7:30 a.m. - 3:30 p.m. or longer daily, except when absence is allowed by the school calendar or through Employee Benefits and with the approval of the Head of School.
- Will need to work occasional evening or weekend hours for special functions or to complete responsibilities.

Knowledge, Skills, and Abilities:

- Advanced training and experience in word processing and various computer software, including Microsoft Office Suite, Google Suite, and Senior Systems, or comparable databases.
- Knowledge of development operations and best practices and accounting principles.
- Knowledge of business English, punctuation, grammar, spelling, arithmetic, standard office practices and procedures.
- Ability to research and analyze data with strong attention to detail.
- Ability to work independently and carry out assignments to completion.
- Ability to work well with others and assist visitors enthusiastically and courteously.

REQUIREMENTS:

- Bachelor's degree or equivalent experience.
- Experience working with volunteers and donors.
- Knowledge of and experience with donor relations programs (CRMs). Senior Systems a plus.
- Must have excellent attention to detail with efficiency at completing tasks and the willingness to follow through.
- Ability to multitask at a high level of competency, maintain a positive attitude, and utilize problem-solving skills.
- Proficiency in the use of Microsoft Office and in database management.

St. John's offers highly competitive salaries and industry-leading benefits. Qualified candidates are invited to submit a current resume, cover letter, a list of not fewer than three references, and salary requirements to Diane Scott, Executive Assistant to the Head of School, at dscott@stjohnseagles.org.

St. John's Episcopal School provides equal opportunity for all qualified applicants. This position will remain open until filled.