



# BISHOP JOHN T. WALKER SCHOOL FOR BOYS

A SCHOOL OF THE EPISCOPAL DIOCESE OF WASHINGTON

## **DEVELOPMENT MANAGER, DATA & STRATEGY**

The Bishop John T. Walker School for Boys is seeking an experienced and dynamic individual to join as a Development Manager, Data & Strategy. The Bishop Walker School (BWS), located in SE Washington, DC, is a tuition-free Episcopal school for boys in Kindergarten–5th grade, striving to alter the educational and social trajectory of children from traditionally underserved communities, preparing them for leadership and service in their communities and well beyond.

The Development Manager position is an exciting opportunity for anyone looking to use their Raiser's Edge experience and fundraising background to contribute to the school's impactful mission while advancing their career. This role involves managing the school's Raiser's Edge database, maintaining contribution information, and advancing the school's fundraising growth through data analysis and strategic outreach. The position will play a vital role in helping the school achieve its annual fundraising goal of \$4,000,000 and help in the development of our campaign to create an endowment.

### **Primary/ Essential Responsibilities & Duties**

- Analyze metrics and key performance indicators from Raiser's Edge to guide and prioritize fundraising initiatives.
- Comprehensively consider relevant donor information and how it could be integrated into Raiser's Edge NXT
- Process incoming funds and reconcile/coordinate gifts with Finance Department:
  - Manage Raiser's Edge gift entry process, conforming to and maintaining Bishop Walker School's procedures and tracking systems.
  - Produce fundraising reports, donor lists and mailing lists from donor database.
  - Generate gift acknowledgement letters and track tax-receipts in a timely manner.
  - Track and follow-up on questions about funds received, ensuring every donation issue is resolved, accurately recorded and acknowledged in a timely manner.
  - Process credit card donations
- Update and maintain the Raiser's Edge database of donors and prospects, ensuring timely execution and entry of activities.
- Ensure consistency in data tracking, coding, reporting and data modeling in Raiser's Edge and online donation platform.
- Update and maintain donor notes, actions, solicitations, and proposals in Raiser's Edge
- Send reminders to donors when pledge payments are due.
- Build analytical donor and prospect reports from Raiser's Edge. Create dashboards in the database to track progress and manage action reports.
- Organize appeal processes (spring and year end) with list management, segmentation, preparing appeal letters with mailhouse vendor.
- Track donor attribution through Raiser's Edge and produce annual donor acknowledgement lists for publications, ensuring inclusion of all supporters.

- Interact with donors in response to inquiries.
- Update and maintain Bishop Walker School's Raiser's Edge use guidelines.
- Manage miscellaneous procedures and registrations, such as matching gifts, and donor-advised fund portals.
- Produce and maintain letter and document templates.

### **Other Responsibilities**

- Support the Development team by performing administrative duties as needed including organization of digital and hard copy records, filing, copying, sorting, mailing, processing invoices etc.
- Support and assist with fundraising events, as needed.
- Support and assist with special communications, including mailings, appeals, event invitations, and email correspondence with portfolio prospects
- Assist with prospect research and meeting briefings for individuals and foundations
- Maintain minutes for department meetings
- Address "critical needs" that occur on short notice and require immediate action and serve as a resource for team members.
- Assist with internal meetings including supporting schedules, confirmation with all attendees, and preparing agendas, materials or taking notes and following up on action items as needed.
- Coordinates volunteers for school support as needed
- Provide support and training for other staff members as needed.

### **Requirements**

- Experience and high-level understanding of Blackbaud's Raiser's Edge (NXT and Database)
- Ability to think and act strategically. Must be able to take initiative but willing to ask questions.
- Exceptional organizational skills with a strong attention to detail.
- Demonstrated writing skills, specifically for donor correspondence.
- Excellent formatting skills and thorough familiarity with Microsoft Word, Excel, and PowerPoint
- Ability to work to reasonable deadlines and plan accordingly.
- Strong time management skills with the ability to prioritize numerous ongoing projects.
- Be able to maintain the confidentiality of privileged information.
- Strong commitment to Diversity, Equity, Inclusion, and Belonging.

### **Qualifications**

- Commitment to Bishop Walker School's mission, vision, and values.
- Minimum two years' experience in fundraising/development role in non-profit sector, preferably in a development office with a stewardship or major gifts program.
- Experience in and successful track record of interacting with donors and supporters.
- Knowledge of Blackbaud's Raiser's Edge (NXT and Database view)

### **TO APPLY:**

Please send a resume and cover letter **by May 3, 2024** to: Stephen Crochet, Director of Development, at [scrochet@bishopwalkerschool.org](mailto:scrochet@bishopwalkerschool.org). For those whose experience and interest are a good fit, an initial phone conversation will be followed by a full interview.