



CITY ACADEMY MISSION

Transforming children, families, and our community through exceptional education and bold expectations that empower children to overcome barriers.

JOB TITLE

Administrative Coordinator

SUMMARY OF POSITION

This role is also responsible for timely and accurate gift entry in the donor database (Raiser's Edge) and maintaining donor records. As the primary administrator of the database the role is responsible for all data and gift entry, and execution of fundraising reports. This role is also responsible for supporting the Board of Trustees which includes but not limited to scheduling board and committee meetings, creating and distributing meeting materials and recording minutes. The Administrative Coordinator supports the goals of the Development and Communications team with a focus on providing administrative support to the Chief Development Officer (CDO) and the President.

This is an employee at will position. Either employee or employer may terminate the employment relationship at any time, with or without notice and with or without cause.

ORGANIZATION DETAILS

Reports To: Chief Development Officer
Responsible For: No Direct Reports
Budget Responsibilities: Responsible for working within a pre-determined budget.
Employment Status: 12 months – 40 hours per week - Exempt Employee

DUTIES AND KEY RESPONSIBILITIES

Database Management

- Processes all gifts and complete timely generation of gift acknowledgement receipts, thank you letters, and other forms of acknowledgement as required.
- Maintains accurate records of all charitable gifts, including electronic and physical backup.
- Provides leadership and direction in the assurance of database policies and procedures, data integrity, data extraction, report customization and analysis.
- Creates and generates analytical reports, dashboards, donor profiles, queries, mailing lists, and other data files that are responsive to the needs of the development team and school.
- Updates Raiser's Edge donor database records, including biographical information, communications, and solicitation activities.
- Assists the Finance team with monthly reconciling, annual audit, and other development accounting duties.
- Ensures that donor financial information is secure and confidential.

Administrative Support

- Provides support to the Development Team, Chief Development Officer and the President.
- Plans arrangements for cultivation, solicitation, and stewardship visits with donors.
- Orders departmental supplies.
- Schedules team meetings and coordinates meeting minutes and follow up tasks.
- Prepares materials needed for donor visits. Partner with Assistant Director of Communications in keeping materials updated and organized.
- Schedules and supports the Board of Trustees and its committees.
- Performs all functions with a high degree of accuracy and confidentiality.
- Performs other duties as assigned.
- Enthusiastically supports the school, its mission, leadership, and policies.

Qualifications and Skills:

- 5+ years of office administration experience
- Associates Degree, preferred
- Strong attention to detail and organizational skills
- Ability to respond to multiple competing demands concurrently with flexibility and independence.
- Excellent interpersonal skills that will support positive interactions with school constituencies.
- Proficiency in Microsoft products (Excel, Word, PowerPoint) and/or Google Suite
- Experience in donor database management, preferred
- Experience in board management, preferred

This position description should not be interpreted as all inclusive. It is intended to provide a summary of the job and job segments. Any essential function or requirement of this job will be evaluated as necessary should an incumbent or applicant be unable to perform the function due to a disability. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities of this job at any time.

City Academy is a drug free/smoke free workplace.

Send a cover letter and resume with references to jbailey@CityAcademySTL.org. Please use the following subject line "Administrative Coordinator" and address all communications to Janice Bailey, Chief Development Officer.