



DEVELOPMENT COORDINATOR/DATABASE MANAGER

(1 FTE) Reports to: Director of Advancement

Cristo Rey Boston High School (CRB), a college-preparatory, co-educational school for grades 9-12 seeks a Development Coordinator. Reporting to the Director of Advancement, the Development Coordinator will be a key member of the Advancement team, he or she is responsible for assisting the Advancement Director in securing funding to realize the mission and vision of the school. The Development Coordinator/Database Manager is responsible for maintaining and updating development information in the E-Tapestry and Constant Contact Databases. This person will also work closely with the Director of Communications and Events on projects that support the Advancement Departments goals. Specific responsibilities include:

- Maintain the integrity of the donor and grant databases (Excel, E-Tap, and Constant Contact), ensuring that all are updated regularly and accurately.
- Assist the Director of Advancement with events, visits by prospects, grant proposals and other revenue-generating activities.
- Manage the process of recording gifts and processing acknowledgment letters.
- Responsible for daily reporting of revenue received.
- Develop and maintain reports using E-tap
- Review and update procedures for use of E-tap and Constant Contact to increase efficiency and performance. Communicate procedures with necessary staff.
- Optimize the use of the databases by staying current on upcoming enhancements to functionality.
- Ensure close communication with the Corporate Work Study Office and the Marketing Office in the use of E-Tapestry, Constant Contact and Salesforce databases.
- Research prospective donors and foundations and help in preparation for meetings.
- Help orient new staff on E-Tapestry.
- Perform complex data searches and exports from the database to produce detailed and accurate reports and mailing lists.
- Run analytical and summary reports on donors, appeals, campaigns, and funds.
- Run lists for event invitations, appeal letters, annual reports, and other donor communications.
- Provide customer service, both internally and externally, by responding to requests, identifying solutions, and providing services to donors, foundations, and prospects.

- Serve as the primary liaison with the Finance Office, including the reconciliation of pledges, and Credit Card transactions.
- Work closely with the Communications and Events team to ensure seamless flow of information between departments and ensure all donor related events are represented in social media, website, and donor communications.
- Perform other duties as assigned by the Advancement Director.
- Support the volunteer Leadership Advisory Council and take ownership of the Annual Cristo Rides Boston Fundraiser.
- Work closely with the Director of Communications and Events to coordinate fundraising event logistics and materials for major events, including managing guest lists, soliciting sponsors and tracking donations.

Required

- Minimum of a Bachelor's degree and 3+ years fundraising experience.
- A record of success in date management.
- Proficiency with Blackbaud products or similar fundraising/donor database.
- Excellent written and verbal communication skills. Very strong interpersonal skills. Detail oriented and data driven.
- Critical thinking skills, decisive judgement, and the ability to work with minimal supervision.
- Familiarity with the realities, nuances, and impacts of educational inequity, racial inequity, poverty, restorative justice, the Greater Boston education sector (public and private) and a willingness and desire to learn and grow in one's understanding and knowledge.
- Proficiency with Microsoft Office suite, including Teams.
- Works as a team member and builds relationships across CRBHS.
- Compliance with BCI and FBI background checks and completion of Protecting God's Children program.
- CRB graduate a plus
- Photography skills a bonus

MISSION STATEMENT

Cristo Rey Boston is a Catholic high school exclusively serving families of limited economic resources. By offering a rigorous curriculum, a unique work-study experience, and the support of an inclusive community, we prepare our students to succeed in college and beyond with the core values of dignity, perseverance, growth, and generosity. ORGANIZATION Cristo Rey Boston High School is a member of the national Cristo Rey Network, an association of 37 Catholic schools serving 12,000 students in twenty-six states. The mission of the Cristo Rey schools is to prepare economically disadvantaged students to enter and graduate college through a rigorous curriculum and a unique work-study program. The adults' professional culture is characterized by transparency and collegiality. Faculty and staff at CRB are deeply committed to the young people we serve, and eager to learn and grow in their own professional practice. There is an expectation that doors of classrooms and offices are open for colleagues who wish to share in each other's work, to ask questions, and to lend support.