

## **OFFICE OF ADVANCEMENT**

### **GIFT PROCESSING AND DATABASE MANAGER POSITION**

The Advancement Database Manager is a full-time, exempt position

#### **About Fontbonne, The Early College of Boston**

Fontbonne is a Catholic, All-Girl, College Preparatory High School and Early College serving students in Grades 7-12 throughout Greater Boston and the South Shore. Inspiring remarkable girls since 1954, Fontbonne is a leader in private school education and a sponsored ministry of the Sisters of Saint Joseph of Boston. Throughout Fontbonne and the Sisters of Saint Joseph, community is at the heart of our mission.

#### **About the Congregation of the Sisters of Saint Joseph**

The Congregation of the Sisters of St. Joseph and the Sponsored Ministries, including Fontbonne Academy, are equal employment opportunity employers. Consistent with those religious exemptions provided in statutory and constitutional law, employment decisions are based on merit, job requirements and qualifications, and organization needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. Fontbonne Academy complies with the law regarding reasonable accommodation for handicapped and disabled employees. It is the policy of Fontbonne Academy to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) and the Massachusetts Fair Employment Practices Act. Fontbonne Academy will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

## **POSITION OVERVIEW**

Reporting to the Director of Alumnae Engagement and Philanthropy and under the overall management of the Head of School, the Gift Processing and Database Manager is responsible for processing gifts, coordinating acknowledgment letters, database maintenance and other services, with the highest level of accuracy related to the management of donor information in a fast-paced, mission-driven, educational environment.

## **KEY RESPONSIBILITIES**

### **Gift Processing**

- Responsible for accurate and timely data collection, input and processing of all donor and gift information into Sustain CRM donor database. Communicate with donors and Advancement staff when necessary to confirm donor intent or update donor information.
- Regularly deposit checks/cash to ensure reconciliation with Finance.

- Responsible for confirming and processing all matching gifts. Communicate with matching gift companies when necessary to retrieve gifts, make inquiries, complete documentation, and resolve problems.
- Assist with the donor pledge fulfillment process, including generating reminders.
- Download and process all online gifts from various sources.(OneCause, MightyCause)
- Handle monthly employee donations that come through payroll deduction reports.

### **Acknowledgement Letters**

- Accurately prepare and review all gift acknowledgment letters/tax receipts and tribute notifications within Fontbonne standard of 24-48 hours, identifying opportunities for personalization and reduction of turn-around time.
- Scan and upload signed letters into the CRM in a timely manner.

### **Database Management**

- Work closely with Director of Alumnae Engagement and Philanthropy to maintain the accuracy and integrity of the approximate 12,500 constituent records in the Fontbonne CRM database, including reviewing obituaries, updating donor communication preferences, return address corrections and periodic audits of records.
- Work closely with Director of Alumnae Engagement and Philanthropy to create accurate and timely reports necessary to the optimal operation of all Advancement efforts and goals, including Annual Reports

### **Other Duties**

- Prepare weekly Giving Reports for review by Advancement staff
- Prepare monthly giving reports for CJS accounting
- Work closely with the gift solicitors to ensure accurate coding for gifts from all sources.
- Develop a system for the accurate and timely deliverable of departmental queries and exports and event registration, as needed.
- Prepare event name tags and attendee lists
- Participate in Advancement Events as needed ( includes some night and weekend events)
- Participate in Fontbonne initiatives related to principal duties and responsibilities.
- Remain flexible and strategic with the changes in transaction volume, office needs and shifting priorities.

### **Qualifications and Experience**

- Understand and embody the Charism and Mission of the Sisters of Saint Joseph and the Fontbonne Community
- Well-organized and able to work independently and accurately with high attention to detail.
- Able to handle multiple projects accurately with a high level of productivity.
- Experience using a CRM donor database.

- Proficiency with Microsoft Office and Google Suite.
- Able to work with and process information in an analytical fashion.
- Proactive mindset with a goal to continuously improve processes.
- Demonstrated ability to work collaboratively as part of a team, in office and remote.
- Demonstrated ability to use good judgment and to handle confidential information with a level of sensitivity.
- Supports and collaborates with Advancement Staff with fundraising events and campaigns.
- Collaborates with the team on the organization of the CSJ Center seat sponsorship initiative
- Discretion and ability to maintain confidentiality.

### **Education/Experience**

- Bachelor's degree, plus two or more years related experience preferred.

### **Salary is commensurate with experience**

Interested Candidates should send a cover letter and resume to [jobs@fontbonneboston.org](mailto:jobs@fontbonneboston.org). Please include the title of the position and your name in the subject line.

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