

Houston Christian High School Donor Records

Houston Christian High School (HC) is now accepting applications from qualified candidates for the position of **Donor Records**. This is a full-time, non-exempt position. This position is responsible for the Donor database under the direction of the Director of Development and works in collaboration with the Development Team on all Development events. This position is responsible for gift entry to ensure that all donations and pledges are accurately recorded into the donor database and reconciled with the Business Office, and database management to ensure accurate donor information for routine and special reports. This position requires close attention to detail.

RESPONSIBILITIES:

Gift Entry

- Enter gifts, pledges, payments, and donor/prospect information into the Raiser's Edge database, and maintain accurate donor records.
- Ensure gift entry follows guidelines with the CASE Reporting Standards and Management Guidelines.
- Create or update written gift and data entry processes to ensure best practices are followed with gift and data entry.
- Organize, coordinate and maintain the integrity of the database and hardcopy filing system.
- Acknowledge and receipt all gifts following the guidelines associated with IRS regulations to ensure donors receive accurate gift receipts.
- Manage online credit card processing of recurring and non-recurring gifts.
- Process Matching Gift applications, filing and responding as required by the organizations.
- Create new donor records in RE and enter all appropriate contact information.

Donor Data Management

- Reconcile all gifts recorded in Raiser's Edge with the Business office, daily as needed and monthly by the 5th business day of the month, and for the auditors as needed.
- Prepare routine and special queries and assist with general analysis of data and reports as relates to fundraising event assessments, donor recognition, pledge reminders, and endowment reports.
- Work closely with the Admissions Office, Business Office, and Registrar's Office to ensure that all student family information is accurate and up-to-date on new and existing families enrolled in the School, ensuring uniformity and consistency of data across departments.
- Execute annual database clean-up activity with all program components, including NCOA.
- Identify and implement improvements, alternative ways of accomplishing tasks to become more effective and efficient.
- Provide lists to serve the needs of the Development office.
- Report in a timely manner any issues that may affect the school's fundraising endeavors.

Prospect Research

- Prepare prospect research of individuals and foundations using web and other information sources.

Administrative

- Create and manage thank you letters and tax receipt processing in a timely manner.

- Work closely with other Advancement staff members to support all fundraising efforts.
- Assist with correspondence, mailings and projects as needed.
- Provide communication and customer services to volunteers and donors.
- Prepare monthly financials for Board.
- Prepare materials needed for annual reporting.
- Assist with special events and activities of the department as needed.
- Assist with donor recognition projects, such as engraved bricks.
- Responsible for office supplies.
- Other projects as assigned..

EXPECTATIONS:

- Paramount is the possession of a strong sense of responsibility to confidentiality, trustworthiness, reliability, an attention to detail, and a positive attitude.
- Possess strong analytical, communication, and organizational skills.
- Self-starter, able to function with little supervision, yet work in a team environment.
- Able to learn quickly, prioritize, and complete tasks in a timely manner.
- Able to work well under pressure and with constant interruptions.
- Excellence in spelling, grammar and proofreading skills.
- Reflect the school in a positive light.
- Must read and follow all personnel policies in the HCHS handbook for employees.

QUALIFICATIONS:

- Bachelor's degree preferred.
- Minimum of two years gift processing and data management experience, Raiser's Edge strongly preferred.
- Intermediate to advanced knowledge of charitable gift regulations and reporting standards (CASE guidelines and IRS rules and regulations).
- Strong keyboarding skills and familiarity with database reporting and management.
- Proficient in basic technology applications (i.e. MS Word, Excel). Google Apps knowledge is beneficial (i.e. Google Drive, Google Docs, Gmail).
- Exhibit excellent verbal, visual, written and interpersonal communication skills.
- Be a Christian and committed to the mission and values of Houston Christian High School.

Interested candidates may complete and submit the Houston Christian Professional Application with the Staff philosophy questions, a cover letter, and resume to: hr@houstonchristian.org. Instructions and the application are accessible from the [Careers](#) page at www.houstonchristian.org. Resumes are not reviewed without the complete HC application.

While HC gives preference to members of the Christian faith, the School is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: veteran status, uniform service member status, race, color, sex, national origin, age, physical or mental disability, genetic information, pregnancy, childbirth, or any other protected class under federal, state, or local law except those exclusions specifically provided to Religious Organizations. The School is a Religious Organization as defined by Section 501(c)(3) of the Internal Revenue Code and accordingly reserves the right to employ persons who profess a Christian faith and have a philosophy of ministry similar to ours.