



Job Description

Title:	Donor Services Coordinator (Part-time/In-person or remote in Houston, TX)
Department:	Advancement
Reports to:	Director of Development
Qualifications:	Bachelor's degree preferred. 3+ years experience in database management preferred. Nonprofit, development, or school experience a plus.
Job Category:	Non-Exempt
Travel:	Some local travel required
Position Type:	Professional
Calendar:	12-month

Organizational Overview

Founded in 2001 and rooted in the Christian faith, Yellowstone Schools* collectively educates 600 children in Pre-K through 9th grade and will grow a grade each year to serve 12th grade by 2026. Yellowstone partners with students and families—regardless of financial means—to provide a life-changing education, develop a strong moral foundation, and prepare scholars for life beyond high school. The K12 campus is located in the Third Ward, one of Houston's oldest historically Black neighborhoods.

Most students served live in communities without access to strong educational opportunities. With an average class size of 16 to 18, our students experience a rich academic and co-curricular model while receiving bus transportation, two meals a day, and access to a comprehensive student support program.

Yellowstone Schools consists of a cooperative of two school systems: a lower school (a private Christian school serving PreK-5th grade) and an upper school (a tuition-free, public charter school growing to serve 6th-12th grade).** The lower school and upper school are distinct legal and financial entities with separate governing boards. The name Yellowstone Schools reflects each school system's shared mission, vision, values, culture, and leadership. Each school complies with all applicable federal and state laws.

Primary Responsibilities

The Donor Service Coordinator is responsible for processing all philanthropic gifts and acknowledgments in a timely and accurate manner. The coordinator is also responsible for the management of the donor database (Raiser's Edge) ensuring that data entered can be pulled in a consistent, accurate way. The coordinator assists with direct mail and other lists and reports as necessary. This position also works as an invaluable member of the advancement team on projects.

Essential Duties:

- Manages donation tracking, recording pledges and gifts received, issuing monthly reminders for outstanding pledges, and processing donor thank you/tax letters daily
- Oversees, monitors, and executes proper database management to ensure the accuracy and integrity of constituent files in Raiser's Edge, Mailchimp etc.
- Responsible for pulling database lists and managing departmental mailings in collaboration with the advancement team
- Manages the advancement email address, answering questions as appropriate, forwarding to pertinent team member(s), and/or reporting to the team when appropriate.
- Process gifts and pledges into Raiser's Edge and ensure acknowledgment/receipt letters are typically to signers within 24-48 business hours. Discuss peak times (i.e. Gala and Giving Day) turn-around time with the Head of Advancement
- Process/commit online transactions within 48 hours of the transaction
- Produces weekly and monthly donation reports and metrics for team meetings, board reports, and campaign analysis
- Maintain and process all matching gifts
- Manage monthly pledge reminders and recurring gifts; pull list of outstanding pledges monthly and send reminders
- Oversees honoraria/memorial records in Raiser's Edge, generate mailing of honoraria/memorial notifications
- Reconcile monthly with the Finance Office
- Provide requested information for the annual audit
- Respond to requests from donors, volunteers, and staff in a professional and timely manner
- Manage and maintain gift processing procedures and update as needed
- Send month-end reports and YTD reports to the Finance Office at the beginning of each month

Other Duties:

- Contributes to all advancement department activities and providing behind-the-scenes support
- Assists with other advancement responsibilities, including, but not limited to: putting together grant proposals, and participating in advancement strategy sessions
- Manage print processes from obtaining bids to working with printer and mail house, including business cards, letterhead, name badges, and other printed and promotional materials
- Other duties as assigned

Competencies & Attributes:

- Self-motivated, self-directed, and a quick learner
- Strong work ethic
- Enjoy routine and order
- Very detail-oriented
- Ability to manage multiple priorities in a fast-paced, dynamic setting
- Meets internal and external deadlines
- **Highly competent with Adobe Acrobat, Google G-Suite, Microsoft Office Suite, databases like Raiser's Edge, and project management software like Monday.com**
- Practices sound judgment and demonstrates cultural competency in communicating with diverse audiences
- Exhibits emotional intelligence, with the interpersonal skills to develop and sustain impactful relationships with an array of diverse constituencies
- Collaborates with advancement team members to meet shared objectives
- Ability to work some nights and weekends
- Job requires some work over Christmas/New Year's break/holidays to process end-of-year gifts

Work Environment & Physical Demands:

The work environment can be very active and deal with a wide variety of challenges, deadlines, and a

varied and diverse array of contacts. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee will primarily work in a traditional climate-controlled office environment. The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; sit and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus. Occasionally, the employee may work intermittently in outside weather conditions, including extreme heat and cold; specifically for events. The noise level in the work environment is usually moderate.

Compensation and Benefits

Compensation will be commensurate with qualifications and experience. Yellowstone Schools offers a competitive benefits package that includes medical, dental, and vision insurance, a SIMPLE IRA program with employer matching, supplemental life and short-term disability insurance, and paid sick leave.

Application Process

To apply for this position, please complete an online application found at www.yellowstoneschools.org/employment. Yellowstone will notify candidates if they are selected for the next round of the application process.

Yellowstone Academy (DBA Yellowstone Schools) is a non-denominational Christian school and all employees must be professing Christians. Yellowstone does not refuse to hire and does not release any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of the individual's race, color, sex, or national or ethnic origin. Nor does Yellowstone Schools limit, segregate, or classify its employees or applicants for employment opportunities or otherwise adversely affect the status as an employee because of the individual's race, color, sex, and/or national/ethnic origin.