

Gift Operations

Gift Operations is responsible for the Donor database and communications under the direction of the Director of Development. This position is responsible for gift entry to ensure that all donations and pledges are accurately recorded into the donor database, reconciled with the Business Office, followed by timely gift recognition, and database management to ensure accurate donor information for routine and special reports. This position also works in collaboration with the department to support all Development events.

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.

EXPECTATIONS:

- Participates as needed in staffing all development and alumni events and programs.
- Some evening and weekend work is required.
- Maintains up-to-date knowledge of industry best practices.
- A strong emphasis is placed on a neat, clean, and professional appearance.
- Ability to prioritize, manage multiple tasks and consistently meet deadlines.
- High level of integrity, diplomacy, and initiative.
- Strong organizational skills and attention to detail.
- Self-starter and able to finish projects with minimal supervision.
- Flexibility and willingness to assist with administrative tasks in a fast-paced team environment.
- A natural curiosity and desire to improve systems and processes.
- Sense of humor.
- Willingness to accept direction.
- High regard for confidentiality.
- Performs other duties as required or assigned.
- Adhere and support the policies and procedures of Houston Christian.
- Committed to the mission and values of Houston Christian High School.
- Contribution to the life of the school outside of regular duties is expected.
- Represent the school in a positive light and be a strong spokesperson for the 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](http://www.houstonchristian.org). Resumes are not reviewed without the complete HC application.

**Salary range: 51,000-57,500 based on experience.
Full Job Description below.**

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.

**Gift Operations
Job Description
Houston Christian High School (HC)**

TERMS OF EMPLOYMENT:

1. Daily hours are 7:30 a.m. until 4:00 p.m. or as needed based on-campus schedule and event needs, and as directed by the supervisor. Evening and weekend work will occasionally be required.
2. Salary is based upon experience, qualifications, and paid in semi-monthly installments. This is a 12 month, full-time, and non-exempt position.
3. Benefits include premiums paid for employee group hospitalization insurance (less employee-paid portion), life insurance, social security, and eligibility for retirement plan participation.
4. Holidays coincide with teachers' holidays during the school year. Vacation is per Faculty/Staff Handbook and is scheduled and agreed upon between the employee and supervisor.
5. Sick leave, personal business, and absence benefits are per the Faculty/Staff Handbook

REPORTS TO: Director of Development

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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, thank you letters, and annual statements.
- 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 into RE and enter all appropriate contact information.
- Create online donation forms in Raiser's Edge NXT for the Annual Fund, capital campaigns, and event registrations.

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 endowments.
- Work closely with the Admissions Office, Business Office, and Registrar's Office to ensure that all student family information is entered or imported into Raiser's Edge NXT, assuring information is accurate and up-to-date on new and existing families enrolled in the School and 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 and reports to serve the needs of the Development office or the school.
- 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, as requested by the Director of Development or Head of School.

Administrative

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

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- Ability to prioritize, manage multiple tasks and consistently meet deadlines.
- High level of integrity, diplomacy, and initiative.
- Strong organizational skills and attention to detail.
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- Sense of humor.
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- Ability to operate a personal computer, proven skills with the Google suite of products, Excel, Word, and Raiser's Edge/Blackbaud or comparable fundraising software
- Self-starting and able to multitask.
- Able to work independently and collaboratively
- Superior verbal and written communication skills and interpersonal skills.
- Exhibit excellent verbal, visual, written and interpersonal communication skills

- Familiarity with the independent school environment is preferred.