

**Position Type:** Full-time, 12-month position beginning July 2026  
**Education Level:** Bachelor's degree required, advanced degree preferred

### **Job Description and Qualifications**

Christ Episcopal School is looking for a detail-oriented database professional who values relationship-building, data integrity, and mission-driven work in a premier educational environment. The Donor Relations Manager plays a vital role in strengthening the school's philanthropic mission by managing daily database operations, gift processing, prospecting, and donor stewardship. This position reports to the Director of Development and works in collaboration to help build a culture of generosity that supports students, programs, and the long-term sustainability of the institution.

### **Responsibilities:**

#### Database Management

- Serve as the primary administrator of the school's advancement database
- Maintain accurate and complete constituent records
- Uphold and enforce data entry standards and coding protocols to ensure consistency and accuracy
- Conduct regular database audits and data hygiene practices
- Accurately record gifts, pledges, and payments in the advancement database
- Generate pledge reminders, donation receipts, and year-end tax statements in a timely manner
- Coordinate monthly reconciliation of gifts with the Business Office
- Produce lists, reports, and dashboards to support fundraising analysis and strategy, campaigns, communications, and events

#### Donor Stewardship & Recognition

- Manage donor acknowledgment processes to ensure timely and meaningful recognition
- Maintain accurate records of constituent engagement throughout the donor cycle
- Support donor and volunteer recognition initiatives and stewardship programs that strengthen relationships with the school community
- Provide administrative and logistical support for development initiatives and donor engagement activities.

### **Qualifications**

- 3+ years of experience in development operations, donor relations, database management, or related roles
- Experience working with CRM systems
- Ability to analyze data to recommend strategy
- Strong attention to detail and organizational skills
- Excellent written and verbal communication skills
- Proven ability to maintain confidentiality and handle sensitive information with discretion
- Proficiency in Network for Good, Raiser's Edge, or similar donor database platforms
- Strong Microsoft Excel and reporting skills
- Maintain a high standard of confidentiality, professionalism, and responsiveness
- Stay current on best practices in nonprofit database management and reporting tools
- Contribute to a positive, collaborative, and mission-driven work culture
- Ability to work independently, take initiative, and manage time effectively

To apply, email [jobs@christepiscopalschool.org](mailto:jobs@christepiscopalschool.org).