

Development Support Assistant

OVERVIEW

Emerson School is seeking a part-time Development Support Assistant. The Development Support Assistant is responsible for database management, gift recording and processing, donor records management and retention, data integrity and security. The Development Support Assistant develops and implements data and gift-entry procedures, produces gift report, mailing lists and acknowledgments. This position reports to the Director of Development, and receives direction from and supports the Director of Development and the Assistant Director of Development.

Essential Duties and Responsibilities

- Support fundraising initiatives.
- Oversee overall management of fundraising/alumni database software (currently Abila FR50) including data entry, output and training.
- Develop procedures to ensure the integrity and security of database information in conjunction with IT Department.
- Perform data and gift-entry into confidential donor and gift records.
- Prepare acknowledgment letters in a timely manner; update various standard acknowledgment letters annually.
- Enter new or updated information into the database as needed, including updates and tracking of contact information for alumni.
- Continuously improve the quality of alumni and donor data.
- Produce targeted mailing lists for communications, solicitations, invitations, etc., for Development Office.
- Extract information from fundraising/alumni database to meet reporting and research needs of the Development Team; produce alumni and donor activity reports; manage subscriptions.
- Record and track pledge commitments, prepare pledge reminders.
- Implement and maintain database policies and procedures for fundraising activities.
- Document and regularly update Gift Processing Procedures manual.
- Interface with Business Office staff regarding gift entry, gift posting, fund creation, gift restrictions and audit reporting.
- Advise and assist Emerson staff of office policies and procedures for making and accepting gifts and pledges.
- Respond to verification requests from matching gift companies, manage record keeping for various scrip and loyalty programs such as with local grocery stores, AmazonSmile, Box Tops for Education, etc.
- Maintain filing systems for electronic and paper documents.
- Provides support for the Emerson Auction and other events including data entry, proofreading, and communications with volunteers, assistance with meeting scheduling and arrangements.
- Perform other duties as assigned.

ABOUT EMERSON SCHOOL

Emerson School is an independent K-8 school for gifted and for academically talented students located in Ann Arbor, Michigan. For more than 40 years, families from across Southeast Michigan have enrolled their bright students in Emerson because of its ability to challenge, nurture, stimulate, and engage the whole child.



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More than 340 students are typically enrolled each year, and a passionate faculty and staff of more than 70 teach them to love learning. Classrooms are safe places where cognitive and creative risk-taking are encouraged; where students learn by doing, by being listened to, by participating, and by working together. Notable facts include:

- **Class size:** 12 to 20
- **Student to faculty ratio:** 8 to 1
- **Diversity:** 38% of students self-identify as students of color
- **Campus:** 20 acres with sports fields, Arts and Innovation Center, nature center, playgrounds, garden
- **Accreditation:** Independent Schools Association of the Central States (ISACS)

Mission

The mission of Emerson School is to provide a whole child, multiple method approach to instruction for gifted and for academically talented students. Emerson School encourages creativity, problem solving, and the development of basic skills, while providing a warm, supportive environment that promotes responsibility for oneself and others.

An Equal Opportunity Employer

Emerson School is committed to equal employment opportunity and nondiscrimination in all aspects of employment, including recruitment, hiring selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. Employment-related decisions and access to programs administered under the auspices of Emerson School shall be made without regard to an applicant's or employee's race, color, national origin, ethnic origin, religion, sex, height, weight, marital status, disability, veteran status, age, sexual orientation, pregnancy (including childbirth or related medical conditions) or any other basis prohibited by federal, state or local law.