



# Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

A search is underway at Hill-Murray for an experienced administrative professional to serve as Data Coordinator.

Reporting to the VP of Development, the Data Coordinator is responsible for managing all donor, alumni and admission data records including correct contact information, donor giving history, and event database management. This position also oversees cash flow management, donor recognition, and pledge collection management for the department.

## **Responsibilities:**

1. Salesforce Administration
  - a. The lead staff member for Salesforce Administration within the Development Department
  - b. Streamline workflows by utilizing third-party vendors to create efficiencies and maximum utilization of the Salesforce tool
  - c. Keep accurate and up to date donor records including contact information, giving history, community affiliations, and relationships
2. Program & Special Event Data Management
  - a. Track data for special events, speaker series, and reunions
  - b. Establish invite and RSVP system and communication for event management
  - c. Create Campaigns in Salesforce to track participation and streamline communication to participants
  - d. Develop invite lists for alumni relations, admissions, and development teams
3. Gift Processing
  - a. Receive and deposit gifts daily
  - b. Properly log gifts in Salesforce
  - c. Donor recognition management- process thank you letters and gift acknowledgment tax documents
  - d. Track and realize corporate matching gifts
4. Gift Receivable Management
  - a. Create and manage pledge receivable system
  - b. Bill donors on a consistent and timely basis based on terms of the pledge agreement
  - c. Track and report on progress towards annual pledge receivable goals
5. Other duties as assigned

## **Desired skills:**

- Detail-oriented
- Ability to work independently
- Able to manage multiple priorities simultaneously
- Flexibility and adaptability
- Maintain confidentiality in situations involving students, parents, staff, and donors
- Excellent oral and written communication skills

## **Qualifications:**

1+ years of Salesforce experience

**General Responsibilities of Catholic School Employment:**

Employment in and by a Catholic school is substantially different from secular employment. Catholic school employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of school. An employee's behavior must not violate the faith, morals, or laws of the Church or the Archdiocese, so as to embarrass the school or give rise to scandal. It is preferred that all employees be active, participating members of a faith community.

**Compensation and Benefits:**

This is a 12-month, Full-time, Exempt position and offers complete access to Hill-Murray's benefits package. The salary range is \$37,500 - \$45,000 based on experience.

**Application Guidelines:**

For consideration, please submit your cover letter and resume as one PDF to [ryarusso@hill-murray.org](mailto:ryarusso@hill-murray.org).