Overview
Boston Trinity Academy is a Christian, college-preparatory school for students in grades 6-12. Our mission is to educate students from diverse backgrounds in an academically demanding, Christ-centered community, inspiring them to lead lives of faith, integrity, and service. Our strong commitment to diversity ensures that all promising students, regardless of their racial or socioeconomic background, can receive a world-class education that will prepare them for success in college and life. To that end, each year we award over $2MM of scholarship to 60% of our students, making us the most diverse private high school in Massachusetts. 99% of our students are accepted into a four-year college and 83% graduate within 5 years.

For more information: www.bostontrinity.org and www.bostontrinity.org/transform.

Job Description
The ideal candidate will be someone who loves the beauty of an accurate database, the art of crafting database queries, and wowing donors with timely acknowledgments and great “customer service.” The primary responsibilities will be to maintain the integrity of our database, enter in all new donors and donations, send out donation acknowledgments, assist with queries for mailings and reporting, and help donors with receipting questions. This person should have strong administrative skills, be detail-oriented, and have a positive, flexible, and team-oriented attitude.

This position works under the Director of Development. The Development Team is responsible for engaging all our key constituents and raising funds to further the mission of the school.

Responsibilities
● Manage donor database to ensure the integrity of our data. We use Raiser’s Edge, the donor management module that is part of Blackbaud.
● Maintain synchronization between Raiser’s Edge and Core, Blackbaud’s education management database.
● Process and acknowledge donations:
  ○ Produce and mail out thank yous/receipts.
  ○ Assign personal thank yous to Headmaster and Dir. of Development.
  ○ Produce a weekly list of new donors for personal follow up.
  ○ Write note cards to gift honorees.
● Send out first time donor communications.
● Follow up with lapsed credit card donations.
● Assist with producing queries and mailing lists as needed.
● Reconcile donations regularly with the Business Office.
Primary Skills:
- High attention to detail.
- Ability to manage responsibilities with minimal supervision.
- Desire to go the extra mile when donors have questions or problems with their receipts.
- Maintain a positive attitude, have a sense of humor, and be flexible in a fast-paced work environment that puts team and mission above self
- Ability to give feedback graciously and receive feedback with humility
- Strong computer skills – Must be proficient in Microsoft Office and Google Apps
- Knowledge of the following is helpful: Constant Contact, Raiser’s Edge/Blackbaud, OneCause, and GiveCampus

Requirements
- Bachelor’s degree
- Enthusiasm for the school’s mission
- Willingness to make a thoughtful financial gift to the school each year (most employees use payroll deduction)
- Willingness to sign the school’s statement of faith

Hours and Compensation
This is an hourly part time position that is anticipated to be an average of 20 hours a week. There may be some weeks where not a lot of time is needed while other weeks during campaigns may be extremely busy. Compensation dependent on experience.

How to Apply:
Thanks for your interest! To apply, please provide a resume, cover letter, writing sample, and your Big 5 Personality Test results to development@bostontrinity.org. You can easily find many free Big 5 Personality Test assessments online. You will only be contacted if you receive an interview.