



**Company Profile:** Montverde Academy is a coeducational independent school that serves grades Pre-K3–12. Our boarding program serves grades 7-12 and post-graduate studies. At the heart of an MVA experience is an engaging and challenging academic environment that inspires students to achieve at the highest level. Inside and outside of the classroom, students develop their talents and abilities through involvement in fine arts, athletics, school clubs, and service organizations. Our staff members, parents and students are part of a close-knit, deeply caring community. We emphasize positive relationships that help build self-esteem and confidence in our students, where each individual feels like a valued community member. We enjoy cultural diversity unlike any other school as we attract students from around the world. With more than 75 nationalities represented by students, our international character adds an exciting global perspective to our community and the educational experience we provide.

**Job Title:**

Donor Relations Coordinator

**Contact:**

jobs@montverde.org

**Job Description:** In this role you will be responsible for managing the school's donor database system, ensuring data accuracy, and leveraging it to support fundraising efforts. Additionally, you will play a vital role in managing and cultivating relationships with Alumni, while also researching, writing, and submitting grant proposals to secure external funding for school programs and initiatives. The ideal candidate possesses strong database management skills, excellent research and writing abilities, and a passion for education and philanthropy.

**Responsibilities:**

- Manage database through Veracross for the Development Office for all constituents.
- Perform data entry and manages the data-entry processes on a timely basis to ensure accurate, updated, and relevant information on donors and prospective donors.
- Build queries to assist in gathering accurate data for solicitations, stewardship, and philanthropy, including mail merges and mass mailings.
- Record receipt, acknowledgement, and updates of all gifts & donations; maintain journals of data revisions and gifts reports and all aspects of gift processing and support of donor stewardship and correspondence.
- Coordinate regular reconciliation and the annual fund alignment with Business Office, including posting to the general ledger, documentation for auditors and fiscal year reports.
- In tandem with other development professionals, plan, organize and implement solicitation, and fund-raising activities related to MVA's annual campaign for all constituencies through direct mail, phone programs, e-philanthropy, and personal contact.
- Play an active role in Montverde Academy events as part of Development Team and provide staffing support for community events held during the day and some evenings, as needed.
- Develop and implement a comprehensive engagement program designed to provide meaningful opportunities for volunteerism, service, and professional development, and events and programs for alumni to enhance loyalty, dedication, and financial support for Montverde Academy.
- Maintain an active presence on and post to all social media outlets, including Facebook, Twitter, LinkedIn, and Instagram.
- In collaboration with the Alumni Council and the Director of Events assist in planning, marketing, and organizing the Academy's annual Homecoming celebration and other events to promote Alumni participation.
- Conduct comprehensive research to identify potential grant opportunities from various sources, including foundations, corporations, and government agencies.
- Stay updated with grant trends, guidelines, and deadlines to ensure timely submission of proposals.
- Develop clear and persuasive grant proposals that align with the school's mission, programs, and initiatives.
- Perform other duties as needed to aid in Development initiatives.

**Skills and Qualifications:**

- College degree preferred
- At least one year of data entry experience
- Outstanding interpersonal skills
- Excellent oral and written communication skills
- Excellent organizational skills
- Ability to adapt and collaborate with various employees and leaders
- Technologically savvy and experienced with social media platforms

**Physical requirements:**

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Must be able to access and navigate each department at the Academy's facilities.