

**Montclair Kimberley Academy**  
**Development Department**  
**Job Description: Database Coordinator**  
**Last Updated: June 10, 2019**

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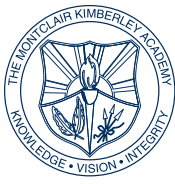
Montclair Kimberley Academy (MKA), is an award-winning, college-preparatory, coeducational, independent day school serving approximately 1,040 students, grades PK–12, on three campuses. MKA's challenging, engaging and innovative academic program provides a vibrant and transformative education. Our faculty's deep and genuine understanding of our students as individuals and as learners fosters their ethical development, intellectual growth, and personal success. MKA's diverse, collaborative and inclusive community inspires students to lead lives of noble character, purpose, and distinction.

**JOB SUMMARY:** The Database Coordinator is a key member of Montclair Kimberley Academy's Development Department, working directly with the Director of Advancement Services to bolster organizational efficacy through the management of the Department's fundraising database. This is a 12-month exempt position with appropriate vacation periods, as outlined in the personnel policies handbook.

**REPORTS TO:** Director of Advancement Services

**RESPONSIBILITIES INCLUDE:**

- Manage all gift entry, gift processing, acknowledgement, and pledge reminder systems for the department. Produce correspondence that is accurate and timely and in accordance with IRS regulations.
- Maintain the integrity of the fundraising database by regularly updating donor records and overseeing the ongoing clean-up of files.
- Work with the Director of Advancement Services to create analytical reports in support of development related activities.
- With guidance from the Director of Advancement Services, coordinate and fulfill all departmental data requests, including donor analysis, direct mail lists, volunteer assignments, financial reporting and donor recognition listings.
- Work with Director of Advancement Services to manage the reconciliation of fundraising revenue with the Business Office and auditors.
- Produce regular fundraising reports showing the department's financial progress to goal and manage and execute all routine data reporting for annual benchmarking purposes (CASE, NAIS, VSE, etc.).
- Assume other duties as assigned.



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**Qualifications:**

Bachelor's degree and minimum two years related work experience required. Must possess working knowledge of fundraising principles and practices, excellent verbal and written communication, organizational, and interpersonal skills. Advanced computer skills with knowledge of business applications, accounting principles, donor database systems, especially Raiser's Edge a plus. Keen attention to detail, excellent time management and organizational skills, and abilities to work independently and manage many projects simultaneously. Discretion and tact in handling confidential donor information. Knowledge of independent school culture. Availability to travel, and work evenings and weekends.

Interested candidates should submit a resume and cover letter to Talia Selove  
[tselove@mka.org](mailto:tselove@mka.org)