



Events and Database Specialist

Primary Role

The Fundraising Database and Events Coordinator supports the organization's fundraising initiatives through effective database management and plays a key role in organizing events that support donor engagement. This role will oversee the donor database, Veracross, to ensure accurate constituent records, gift processing, and reconciliation with the Business Office. Responsibilities will also include coordinating logistics for fundraising events, track RSVP's, and partner with the Communications team to track pre/post event communications.

This position reports to the Chief Development Officer.

Responsibilities Include:

- Handle all aspects of Veracross including data entry, updates to donor records, gift processing, event registration, donor lists, timely fundraising reports, and dynamic dashboards in Veracross
- Coordinate all aspects of event logistics, collaborates with the communications team on invitations, tracks attendance, and manages day-of event needs
- Reconcile financials between Development and Business Offices to ensure accurate and comprehensive data flow
- Prepare and record all acknowledgement letters, gift receipts, and other stewardship activities as needed
- Maintain constituent records to include updated contact information, address research, death notices, lost alumni, business updates, relationship data, and school engagement
- Prepare wealth screenings and donor research profiles
- Ensure accurate data management, analytics, and reporting
- Other assignments as needed or assigned by the Chief Development Officer

Skills And Abilities

- Strong database skills, experience in event coordination, excellent communications skills
- Sharp attention to detail and ability to multitask
- Ability and desire to use data to inform strategic thinking
- Comprehensive analytical, organizational, time management, and customer service skills
- Initiative and excellent follow up
- Ability to collaborate and build strong relationships with all members of the greater EHS community
- An entrepreneurial and self-motivated, goal-oriented mindset that includes a good sense of humor

Education And Experience

- Proficiency in CRM tools, event logistics, and project management
- Bachelor's Degree (B.A.) required
- Minimum of 1-3 years prior office management experience
- Veracross database experience preferred

Salary And Benefits

The salary range for this 12-month position is \$60,000 - \$65,000. Eagle Hill School offers a comprehensive benefits package.

About Eagle Hill School

Eagle Hill School's mission, philosophy, and culture are grounded in a belief in the worth of every individual and the importance of treating all with respect and support. The Events and Database Specialist is expected to embrace this collaborative viewpoint through daily interaction with all members of the Eagle Hill Community.

Research shows that underrepresented groups apply to jobs only if they meet 100% of the qualifications. Eagle Hill School believes that no one ever meets 100% of the qualifications and we look forward to your application.

To apply, please submit your cover letter and resume to careers@eaglehill.org.

EQUAL OPPORTUNITY

Eagle Hill School is an equal opportunity employer and does not discriminate on the basis of race, creed, age, color, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, blindness, status as a veteran, status as a victim of domestic violence, or any other classification protected by state or federal law in its employment, admissions practices, vocational opportunities or access to and treatment in programs or activities, in accordance with Title IX, Section 504 of the Rehabilitation Act of 1973, Title VII, the American Disabilities Act, the Age Discrimination in Employment Act, and other applicable federal and state law. Retaliation against anyone complaining of discrimination is strictly prohibited. If an applicant requires assistance, or a reasonable accommodation, to complete the application, please contact Eagle Hill School Human Resources at (203) 622-9240.