



THE COVENANT SCHOOL

Job Description **Development Coordinator**

The Covenant School exists to glorify God by equipping students with the tools necessary to pursue a lifetime of learning so that they may discern, reason and defend truth in service to our Lord, Jesus Christ.

The Covenant School in Dallas, Texas, is a Christ-centered, classical school that has been educating and shaping students for 25 years. Covenant is seeking a development coordinator who is a team player, detail-oriented and willing to take on a variety of tasks depending on the needs of the department. The development coordinator will be the driving force to keep the team's projects on point and on track.

This position will work with and report to the director of development and collaborate closely with the director of communications and Covenant parent volunteers.

This is a full-time, year-round position with full benefits. There is an opportunity for this to be a part-time role without benefits for the right candidate.

Scope

Coordinate and organize the development department's day-to-day operations, including:

- Creating processes and procedures to maximize department efficiencies.
- Coordinating tasks and special projects in a project management tool for the team.
- Updating and maintaining CRM database Bloomerang including reporting.
- Entering gifts and creating and sending gift acknowledgements.
- Organizing development office administrative tasks including receipts, office records, budgets, event reports, and other duties as assigned.
- Providing special event support and logistics including volunteer management.
- Working with our alumni coordinator and communication office to maintain a regular pattern of alumni communications and events.
- Assisting the director in researching potential supporters, foundations, and tracking this information.
- Researching and writing student, alumni, and faculty stories for development efforts.

Job Qualifications

- Self-starter who takes the initiative with attention to detail.
- Excellent Microsoft Office skills.
- Team player.
- Energized by thoroughness in work and maintaining pristine records.

- Proficiency and dedication to becoming an “expert” in online tools.
- Excellence at executing an assigned task, while anticipating what needs to be done before the situation presents itself.
- Fixing what needs improving.
- Strong communicator including writing skills.
- Comfortable working behind the scenes in a supporting role.

General Requirements

- A committed Christian regularly attending a Christian congregation with a compatible theology to The Covenant School’s.
- A four-year bachelor’s degree from an accredited college or university.
- Preferred two years of work experience in a professional environment or occupation.
- Ability to maintain confidentiality in all situations.
- Evidence of effective donor database, project management, and Microsoft Office skills.
- Demonstrated effective collaboration in the workplace.
- Evidence of a self-motivating work ethic.

HR Policy Notes

- Positions hired after Sept. 1, 2017 do not receive tuition remission as a part of the compensation package; however, employees seeking financial aid who qualify receive priority consideration.

Application

Email a cover letter and current resume containing at least three professional references to jdarley@CovenantDallas.com. Please do not contact Covenant by phone about this posting.