



Development Operations Assistant Job Description

Episcopal School of Baton Rouge is seeking a strong candidate for the position of Development Operations Assistant who possesses knowledge of non-profit fundraising, strong communication skills, attention to detail, and enthusiasm to join a dynamic and successful team. The Development Operations Assistant reports to the Director of Development, is an integral member of the development team, and will offer critical support to achieve the aggressive fundraising goals of the organization, particularly the school's annual fund and capital campaign. This position is a twelve-month, full-time position to begin immediately. The responsibilities of this position are detailed below.

Description of School

Episcopal School of Baton Rouge, a college preparatory educational community of approximately 940 students and approximately 170 professionals, includes grades PreK-3 through 12 that embraces the whole-child educational philosophy. As an Episcopal school, Episcopal School of Baton Rouge was created to be a diverse institution of educational and human development for all persons, regardless of origin, background, ability, or religion. Episcopal is known for its academic performance, for its attention to the spiritual lives of its students, and for offering a wide range of opportunities for student education and development. Opportunities to excel in academics, arts, athletics, service, and community leadership characterize the school's program.

Donor Services/ Operations

- Maintain donor records and profile updates in the donor database, The Raiser's Edge.
- Produce special reports and dashboards needed by fundraisers, volunteers, and leaders of the school.
- Maintain timely gift correspondence/donor acknowledgment and pledge reminders.
- Maintain gift and donor filing.

Other Responsibilities

- Coordinate and manage donor acknowledgments for tributes and memorial donations.
- Other tasks as assigned by the Advancement Data Service Manager and the Director of Development.

Personal and Professional Characteristics and Experiences

- A bachelor's degree is required.
- A minimum of two (2) years of work experience in donor services, operations, or related programs with transferable skills is required.
- Previous database experience with The Raiser's Edge or another fundraising database.
- Excellent written and oral communication skills, as well as organizational skills.
- Experience working with volunteers.
- Strong project management skills with high attention to detail and accuracy.
- Flexibility to manage competing demands and priorities in the face of rapid change.
- Strong computer skills, including Google Suite and all Microsoft Office applications.
- Creative energy and self-starting; Ability to work individually and as a member of a team; flexible.
- Interest in and support of the mission of Episcopal School of Baton Rouge.
- Leads by example and models behaviors that are consistent with the organization's mission.
- Must be willing to work extra hours during peak periods, including occasional evenings and weekends.
- Ability to maintain a high level of donor confidentiality.

Our School Mission

As a ministry of the Episcopal Diocese of Louisiana, Episcopal School of Baton Rouge nurtures and develops the whole child -- spiritually, intellectually, morally, physically, and artistically -- through challenging academic and co-curricular programs that prepare our graduates for college and for purposeful lives.

Our Episcopal Identity

Episcopal schools are Christian communities whose missions integrate spiritual formation into all aspects of the educational experience in a graceful and inclusive way. Even the most diverse of Episcopal schools are created to be communities that honor, celebrate, and worship God as the center of life. We are created to be models of God's love and grace. We are created to serve God in Christ in all persons, regardless of origin, background, ability, or religion. We are created to "strive for justice and peace among all people and [to] respect the dignity of every human being."

Episcopal schools have been established, however, not solely as communities for Christians, like a parish church, but as diverse institutions of educational and human development for people of all faiths and backgrounds. Episcopal schools are populated by a rich variety of human beings, from increasingly diverse religious, cultural, and economic backgrounds. By weaving the principles of meaningful school worship, rich community life, foundational religious education, and striving for social justice into the very fabric of the school's overall life, Episcopal schools ensure that we challenge all who attend our schools to build lives of genuine meaning, purpose, and service in the world they will inherit.

Submission Information

Episcopal will offer a competitive salary and benefits for this position. Digital applications are preferred and welcomed at <https://www.episcopalbr.org/discover-episcopal/careers> or can be emailed to forets@ehsbr.org. Please include an [employment application](#), cover letter, resume, and a copy of transcripts. Application materials can also be sent to Attn: Employment, Episcopal School of Baton Rouge, 3200 Woodland Ridge Blvd., Baton Rouge, LA 70816.

Episcopal School of Baton Rouge is an equal opportunity employer dedicated to a policy of nondiscrimination in employment upon any basis, including race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability, genetic information, political affiliation or military service.