



## **Gifts and Stewardship Manager**

### **Summary:**

The Gifts and Stewardship Manager is responsible for gift processing and acknowledgements, donor stewardship, prospect research, and database management. The position requires exceptional organizational skills, attention to detail, strong written and verbal communication, and the ability to manage multiple priorities in a fast-paced, relationship-driven environment. It is a full-time, 12-month exempt position reporting to the Director of Development.

### **Responsibilities:**

- Support and implement the goals, programs, and activities of the development team.
- Key areas of focus include but are not limited to gift and sponsorship input, acknowledgements and reporting, donor stewardship, research and database management, and donor screening.
- Demonstrate the poise and professionalism to work with a broad range of school constituents; detail-oriented, excellent organizational skills; strong verbal and written communication skills; exhibit initiative; work independently and as part of a team.
- Manage a wide range of internal and external relationships while maintaining the highest degree of confidentiality.
- Assist with event coordination and attend Brentwood Academy events. Develop and foster connections with current and prospective donors.
- Work schedule will vary based on Development events and needs.

### **Gifts Input/Acknowledgements/Reports**

- Record and acknowledge gifts within 48 hours of receipt.
- Scan and maintain donor documents in Veracross.
- Follow up with donors on any journaling or processing issues.
- Maintain a tracking process for acknowledgements and follow up after each gift is entered.
- Update contact information and data within Veracross.
- Prepare a monthly development dashboard.

- Submit NAIS, CESA, SAIS, and any other required data yearly.
- Generate financial and donor lists for year-end reporting and for development team.
- Partner with the business office for donations, stock transfers, and other financial processes.

#### Donor Stewardship

- Nurture a donor-centered approach across department interactions with donors and prospects.
- Cultivate and steward relationships with donors.
- Participate in weekly development team meetings and strategy sessions as requested.
- Strategize donor stewardship with development team members.

#### Research/Database Management

- Perform screening on new constituents as needed.
- Utilize current software and web resources to research, organize, and evaluate potential and current donors' interests, and connection to the school.
- Ensure absolute accuracy in database.
- Produce and review donor lists, provide insight and advisory, and ensure donors and listings are published in the annual Impact Report, Triangle Magazine, and other publications as needed.
- Pursue continuing education and training on the best practices of donor stewardship and prospect research.

#### **Qualifications/Experience:**

- Bachelor's degree required; advanced degree preferred
- 3-5 years of relevant professional experience in an independent school environment preferred
- Background in academic administration, registrar functions, testing coordination, fundraising, accounting, or related school operations preferred
- Affirm the Brentwood Academy Statement of Faith

#### **Skills/Abilities:**

- Strong administrative and clerical skills with exceptional attention to detail and commitment to data accuracy
- High proficiency in Microsoft Office Suite (Excel, Word, Outlook); strong technology skills and willingness to learn new platforms
- Experience working within a Student Information System; Veracross experience preferred
- Highly organized with the ability to manage multiple projects, priorities, and deadlines independently
- Exceptional written, verbal, editing, and interpersonal communication skills

- Strong collaborative skills with the ability to work effectively across all departments on campus
- Demonstrated commitment to confidentiality, professionalism, and ethical conduct
- Ability to perform light lifting during event setup as needed

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The majority of work will be performed in an office environment. Must have the ability to sit at a computer and keyboard for substantial periods of time and mobility sufficient to move about the campus, including climbing stairs.

### **The Characteristics of a Brentwood Academy Staff Member**

- Is Christ-centered and biblically literate
- Understands, embodies, and cultivates an understanding of each whole person – body, mind, and spirit – to the glory of God
- Is a consummate professional
- Is intentionally relational
- Is an effective communicator, both orally and in writing, with students, parents, colleagues, and other professionals in a timely manner
- Is a collaborative and unifying team-player