



EDEN CHRISTIAN ACADEMY

Job Description

Title	<i>Development Assistant</i>
Reports to	<i>Director of Development</i>
Type of position	<i>Part-time – 20 hours/week, 12 months/year; Non-exempt</i>
Location	<i>ECA – Berkeley Hills Campus, 206 Siebert Road, Pittsburgh, PA 15237</i>

Position summary

In conjunction with the Director of Development and Development Liaison, plays an essential role in the maintenance and improvement of all data systems related to the Development Office, including database administration, report/list requests, data mining and integrity. Also provides key support for school and community events.

Key duties and responsibilities

- Maintain and manage efficient systems and standards for data entry, database accuracy, gift processing, prospect research, and relationship management.
- Ensure accuracy and continual updates within donor systems, creating more efficient ways to track constituent data.
- Note progress and communication with new and current donors
- Assist with planning, preparation, and execution of school and community events
- Supplemental Development team duties, as needed

Physical Requirements to Fulfill the Essential Functions of this Job

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift boxes up to 30 pounds at times.
- Move about classrooms and hallways, as well as gymnasium and outdoor areas.
- Climb the stairs to reach the classrooms/offices on higher floors at all campuses.

Qualifications

- Have a mature relationship with Jesus Christ as his/her personal Lord and Savior and be active in an evangelical church.
- Be supportive of the school's mission and doctrinal statements, serving as a role model to students.
- Acceptable PA DOE employment clearances dated within one year: FBI Fingerprint/ Act 114 Federal Criminal Background Check (Identogo Service Code 1KG6TR), Act 151 State Child Abuse Background Report, and Act 34 PA State Police Background Clearance
- Experience and high competency in Microsoft Word, Excel, Publisher, Google Docs, and Sheets
- Strong experience and expertise in donor systems and data entry

- Excellent verbal and written communications skills
- Great interpersonal skills and ability to establish relationships with parents, students, and staff
- Flexible, adaptable, and able to work well with multiple demands
- Detail oriented and organized
- A self-starter who is capable of taking initiative including the ability to think ahead and work flexibly
- Professional appearance and behavior

Compensation

- Salary commensurate with qualifications.
- Benefits for 20-hr/week PT 12 month employees include
 - 25% tuition remission
 - Accrued paid vacation and sick days following accrual rates listed in handbook for part-time employees (Carry forward also following handbook guidelines.)