

## Job description

Chesterfield Montessori School is looking for an individual who is interested in both the business and fundraising aspects of a school. We offer an extraordinary working environment, with supportive colleagues and a wonderful international community of families in a beautiful facility located in the western suburbs of St. Louis County, Missouri.

We are certified as a Great Place to Work Organization.

<https://www.greatplacetowork.com/certified-company/7046475>

We have competitive salaries and excellent benefits including 100% paid employee health, vision, and dental, generous paid time off, retirement matching, flex spending account and 75% tuition remission for staff children who would otherwise be admitted to our program.

This person will be involved with assisting in the planning, coordinating, and implementing the school's fund raising, donor relations and annual giving programs. This person will also assist with certain bookkeeping and accounting aspects of the school.

### **Job Responsibilities:**

#### **Development:**

- Processes and enters all gifts into the database in a timely manner. Secures the necessary valuations and documentation to process and acknowledge all non-cash gifts in a timely manner. Produce annual giving statements for donors.
- Manages, updates, and maintains an accurate and uniform donor/prospect database, ensuring that all information is up to date and accurate. Reviews, consolidates, updates old files as needed. Develop and prepare queries to provide Assistant Head of School & COO data/information to assist in fundraising activities and effectiveness.
- Tracks gifts, pledges, and other contributions; establishes and generates pledge reminder letters as needed. Assists Assistant Head of School & COO for various fundraising campaigns including reports on previous donations, entering pledges, preparing acknowledgements, and running reports. Assists in the grant application process.
- Develop and produce monthly donor and prospecting reports to assist in fundraising effectiveness.

#### **Business**

- Prepares payrolls, expense accounts and other accounting tasks.

- Prepares and sends invoices, maintains accounts receivable and payable.
- Keeping databases up to date.
- Other duties as assigned.

**Job Requirements:**

- Associate degree.
- Several years of responsible administrative, clerical, or accounting experience including records management experience.
- Strong problem-solving skills.
- Superior customer service skills with excellent interpersonal and communication skills in person, in writing, over the telephone, and via e-mail.
- Ability to deal with school donors and prospects in a professional, confidential, and respectful manner.
- Excellent computer skills using Microsoft Office, Salesforce, and Quick Books.
- Ability to manage multiple projects with attention to detail, ability to handle interruptions, maintaining focus on tasks and produce accurate work.

Job Type: Full-time

Salary: \$17.50 - \$18.00 per hour