Anna Julia Cooper School  
Position Description  

Title:  Donor Relations Coordinator  
Reports to:  Director of Development and Communications  

Anna Julia Cooper School (AJC) is seeking an energetic, detail oriented, and organized individual to join our school family to help promote our mission, growth, and sustainability. Candidate must also be customer-oriented and professional, as a primary responsibility of this position requires regular interaction with financial supporters, volunteers, board and community members, and AJC staff.

The Donor Relations Coordinator provides administrative support to the Development Office and participates in all fundraising activities including donor relations, database management, annual appeals, tax credit program management, and special events.

AJC is an independent, faith-based school that provides full-tuition scholarships to K-8th grade students of limited economic resources from Richmond’s East End. Our mission is to love, educate, and uplift our students and graduates so that they may realize their God-given gifts. Unlike traditional private schools that generate a large part of their funding from tuition and alumni contributions, AJC provides full-tuition scholarships to all students and relies on the financial support of individuals, foundations, corporations, churches, and other organizations in the community to cover our expenses. Thus, the Donor Relations Coordinator plays a critical role in contributing to the long-term viability of the School.

The position is full-time.

**Duties and Responsibilities:**

1. Manage the development database to ensure the system contains complete and accurate records relating to all aspects of fundraising. Issue periodic reports for gifts received and actions taken to cultivate, solicit and/or steward donors.

2. Process donations; prepare gift acknowledgement letters and other correspondence; prepare and process deposits. Regularly update templates for acknowledgment letters to correspond with current campaigns, activities at the School, and funding needs.
3. Conduct research, analyze data, and compile reports on current or prospective donors. Track donor engagement, giving patterns and possibility for donor enhancements.

4. Create and run reports and queries as needed. Compile and maintain direct appeals mailing lists, newsletter mailing lists, invitation lists, etc.

5. Assist with production and mailing of mid-year and year-end appeal letters, and other donor communications.

6. Using various methods of communication, interact effectively and comfortably with donors, staff, and volunteers to answer questions, provide materials, and respond to requests, etc.

7. Manage various aspects of the Neighborhood Assistance Program for Education (NAPE) and the Education Improvement Scholarship Tax Credit (EISTC) programs including, obtaining necessary paperwork from donors and submitting tax credit requests through the Virginia Department of Education (VDOE) portal, issuing tax credit certificates to donors as they are made available by the VDOE, maintaining contact with the VDOE and staying updated on program requirements, completing all reporting requirements of the VDOE for the NAPE and EISTC tax credit programs, etc.

8. Assist with special events and projects.

9. Perform other related duties as required.

**Qualifications**

The successful candidate will have a BA/BS and at least three years of professional experience, preferably in a nonprofit development setting. Donor database management experience and knowledge of principles, practices, and methods in fundraising and marketing strongly preferred.

Additional qualifications include having:

- Strong alignment with the mission and values of Anna Julia Cooper School and interest in actively contributing to the School’s ‘community of affection’ culture

- Well-developed planning, data analysis, and project organization skills and meticulous attention to detail

- Self-motivation, initiative, flexibility, and capacity for managing multiple projects at once
• Good interpersonal skills, ability to maintain a level of professionalism when interacting with donors, volunteers, colleagues, and School families. Relationship-building is a key component of this job.

• Integrity, including maintaining confidentiality regarding sensitive donor information

• Strong computer proficiency and working knowledge of Microsoft Office suite and Google platforms

• Ability to present information concisely and effectively, both verbally and in writing

• Flexibility and a willingness to take on new tasks as the responsibilities of the position evolve

**How to Apply**

Submit résumé, letter of interest, and short writing sample to resumes@ajcschool.org with “Donor Relations Coordinator” in the subject line. Compensation is based on experience and abilities. Please provide salary range requirements in letter of interest. Candidates will be notified if we are seeking an interview. No phone calls please.