

The Williams School
Development & Business Associate

The Williams School (www.thewilliamsschool.org) is an independent school serving students from kindergarten through eighth grade. It is located in the City of Norfolk, Virginia and is situated in an urban setting. The school strives to develop every child academically, socially, and emotionally. The Williams School motto, Honor Before Honors, is the life-blood of the school.

The Development and Business Associate is a full-time member of The Williams School's development and business offices, reporting to both the Director of Development and the Business Manager and is responsible for managing all donor/partner agency management platforms and accounts receivable functions including earned income and record keeping. The Associate shall work in a highly collaborative manner with development and business office staff.

Development Office Responsibilities

- Maintains database records, including donor information
- Maintains and fulfills donor and gift reporting systems
- Processes gift receipts and tax information letters
- Supports development staff as needed (such as provision of contribution summaries and reports)
- Responsible for gift reporting system, including maintaining and generating pledge information and reminders and periodic reports of donor giving histories
- Processes all online contributions

Business Office Responsibilities

- Reconcile income through our donor database and Quickbooks
- Reconcile all investment and operating bank accounts monthly
- Work monthly with contracted CPA, as well as annually with our Auditor
- Process all in-house credit card charges
- Review purchase orders submitted by faculty and staff, assist with acquisition of materials and supplies, and tracking of deliveries
- Monthly invoicing for Extended Day and Lunch Program
- Send billing reminders/statements
- A/R calls
- Other administrative duties as needed

Qualifications

- A minimum of 3 years of related experience is preferred in database management, accounts receivable, and/or fundraising in the non-profit sector
- Experience with donor database management systems, preferably Donor Connect and OneCause/BidPal
- Required proficiency in QuickBooks and MS Windows Word and Excel
- Experience with developing and maintaining productive working relationships with stakeholders including board members, donors, parents, administrators, faculty, and staff
- Excellent verbal and written communication skills with proficiency in typing and proof reading, as attention to detail is paramount to this role
- Deep appreciation and understanding of the school's mission and the ability to articulate its values and vision internally and externally

We seek a proven team-player who is flexible and able to work in a small non-profit operation where each member must, at times, pitch in to forward the common purpose. Some evening and weekend work is needed throughout the year in conjunction with Development Office special events.

Qualified candidates will be subject to a background check.

Education

A bachelor's degree is preferred.

To Apply

To be considered for this position, please provide the following documents to Kate A. Pringle, Director of Development, at kpringle@thewilliamsschool.org with "Development & Business Associate – YOUR NAME" in the subject line.

- Cover letter
- Resume
- List of three professional references