

Buckingham Browne & Nichols
Job Description

Position Open: The BB&N Fund Coordinator
Reports To: Director of The BB&N Fund
Department: Office of External Affairs
FLSA Status: Non-exempt

Job Summary:

As part of the Office of External Affairs (OEA) team, The BB&N Fund Coordinator supports the ongoing fundraising efforts of The BB&N Fund team by providing support for reporting and analysis, gift acknowledgements, fundraising events, and volunteer management. This key operational position reports to the Director of The BB&N Fund.

Context:

BB&N, a coeducational day school in Cambridge, MA, was established in 1974 by the merger of two independent schools, Buckingham School and Browne & Nichols, founded respectively in 1889 and 1883. Located on four separate campuses, BB&N works as one school in pursuit of excellence. At BB&N we foster intellectual curiosity, critical thinking, and a deep concern and respect for others.

Essential Duties and Responsibilities include the following:

- Assist The BB&N Fund Team in executing all tasks related to meeting the goals and objectives of The BB&N Fund program for BB&N constituents.
- Coordinate all BB&N Fund solicitation efforts including:
 - Producing and organizing all solicitation segments into Excel files for use by outside mail and email vendors.
 - Creation of personalized, mail merged donor letters for in-house mailings.
 - Ensure materials are produced on time according to marketing schedule.
- Maintain mastery of the solicitation process including understanding and documentation of solicitation segments, analysis and use of solicitation codes, and criteria and query writing.
- Provide timely and accurate reports and analysis using the fundraising database including:
 - Distributing reports to staff and volunteers weekly, monthly, quarterly, and annually as appropriate or as requested.
 - Demonstrating an understanding of report results and be able to represent the results to team members.
 - Documentation of reports and queries.
- Perform database updates related to proposals, asks, and solicitation status throughout the year. Backup to data coordinator as needed for address and other database updates.
- Support OEA events such as Grandfriends' Day, leadership donor receptions, BB&N reunion and other events by:
 - Coordinating and sending save the date announcements and invitations.
 - Accepting and updating database with RSVP data, creating name tags, and sign-in sheets.

- Coordinating event logistics and interfacing with event vendors.
- Performing event setup and staffing including greeting guests.
- Providing post-event support.
- Support The BB&N team volunteer management efforts by providing timely and accurate data to teams of volunteers.
- Manage The BB&N Fund office logistics such as budget, team expenses, meetings, supplies, proofreading, and stationery.
- Participate in the compilation and production of lists and documents for the BB&N Annual Report.
- Research Corporate and Foundation prospects for annual and capital projects School-wide.
- Other projects as needed by The BB&N Fund team or other members of the institutional advancement team

Qualifications:

- BA/BS plus 3-5 years in an administrative or analytics role preferably at an independent school or a higher education environment.
- Entrepreneurial approach, collaborative personality, and positive ("can-do") demeanor.
- Organized with strong time management skills and the ability to manage complex projects with multiple stakeholders. Ability to prioritize and work under deadlines with a sense of flexibility and humor.
- Advanced experience in Excel, Word and mail merges, Google applications, email platforms, and facility with social media required.
- Aptitude for numbers, ability to synthesize high volumes of data, and a strong desire to master the details.
- Experience in the Millennium fundraising database and report writing tools preferred.
- Willingness to understand donors' rights and the distinction between public/private information and scrupulous attention to matters of discretion and confidentiality.

Buckingham Browne & Nichols School does not discriminate on the basis of race, color, religion, creed, age, gender, national origin or ancestry, veteran's status, sexual orientation, or any non-job related physical or mental disability.

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