



Supporting Today's Learners, Tomorrow's Leaders!

Job Type: Full Time

Start Date: July 2026

Application Deadline: June 30, 2026

Education/Experience Level: One - Three Years of Experience in Fundraising and /or development operations

Compensation: \$48,000 - \$55,000

Description

Established in 1998 as an independently governed not-for-profit organization, the St. Louis Education Fund (STLEF) mobilizes community resources and expertise for the benefit of students in the St. Louis Public Schools. Since its inception, the Fund has raised and distributed millions to support SLPS students and has served as an important catalyst of reform and innovation.

The St. Louis Education Fund seeks an individual with strong donor database skills to fill this position. This individual will work closely with the Fund's Bookkeeper and CEO to monitor contributions and transactions that support funded initiatives in areas that are aligned with the Fund's strategy. Fund-supported initiatives fall under three priority areas: (1) health, wellness, and safety; (2) preK-8 literacy; and (3) post-secondary readiness and opportunity. The ideal candidate should understand the mission of the Fund and be able to support our vision and goals through accurate and timely bookkeeping.

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Part of the strategic plan is dedicated to diversifying our funding resources and increasing support from individual donors and family foundations. This position is responsible for supporting programs, advancement and business operations of the Fund.

Responsibilities

Database Management

- Serve as primary administrator for the organization's donor CRM/database, Raiser's Edge NXT
- Maintain donor records and ensure data accuracy, completeness, and consistency
- Develop and enforce database policies, procedures, and best practices
- Manage duplicate records, data clean-up projects, and ongoing quality control

- Oversee database integrations with online giving platforms, event systems, accounting software, and email marketing tools

Gift Processing & Financial Reconciliation

- Oversee accurate and timely gift entry, acknowledgment, and receipting
- Provide school-based accounts representatives with high quality support in accessing their fund account balances and activity.
- Ensure proper coding of gifts, pledges, grants, recurring donations, and matching gifts
- Reconcile fundraising records with finance/accounting teams
- Maintain documentation related to restricted gifts and donor intent
- Support annual audits by preparing donation records and financial reports

Reporting & Analytics

- Create recurring and ad hoc fundraising reports for leadership and development staff
- Track fundraising KPIs such as donor retention, gift trends, campaign performance, and pipeline activity
- Build dashboards and reporting tools to improve decision-making
- Support forecasting and budgeting related to fundraising goals

Systems & Process Improvement

- Identify opportunities to improve operational efficiency through automation and workflow redesign
- Manage system upgrades, migrations, and vendor relationships
- Document standard operating procedures for donor operations processes
- Partner with leadership on strategic technology planning

Compliance & Risk Management

- Ensure compliance with donor privacy regulations and internal gift policies
- Maintain data security standards and user access controls
- Support compliance with IRS receipting requirements and nonprofit reporting obligations
- Monitor adherence to ethical fundraising standards such as those from the Association of Fundraising Professionals

Team Collaboration & Support

- Serve as the internal subject matter expert for donor systems
- Collaborate with advancement, finance, communications, and executive leadership teams

Education and Experience

- Bachelor's degree and at least one to three years experience in development

operations or database management

- Strong organizational skills
- Proven track record in managing multiple projects and priorities
- Demonstrated excellence in verbal and written communication skills
- Proven ability to multitask with a very high level of output and accuracy in a fast-paced environment
- Well-organized and self-directed
- Strong organizational abilities with good judgment in establishing priorities and meeting deadlines
- High level of interpersonal skills to handle sensitive and confidential situations
- College degree or equivalent educational experience
- Willingness to work occasional evenings and weekends at key times of the year

Employee Benefits

This position will be eligible to participate in all of the STLEF benefit plans, including without limitation group health, life, disability, dental and vision insurance and/or participation in the STLEF's retirement plan, or other benefits. Health, Dental and Vision benefits are covered by the Fund. Additionally, the Fund offers a generous time off policy with 4 weeks per year, and 12 paid holidays.

Our organization's culture is built on a foundation of putting people first. We thrive in a highly collaborative environment where each individual's strengths are celebrated and leveraged to drive our shared goals and outcomes. Join us to be part of a team where your contributions are valued, and your unique skills are aligned with our collective success.

Please submit a cover letter and resume to Dalia Paris-Saper - dalia@stledfund.org.