

Houston Christian High School Donor Records

Houston Christian High School (HC) is now accepting applications from qualified candidates for the position of Donor Records. This is a full-time, non-exempt position. This position is responsible for the Donor database under the direction of the Director of Development and works in collaboration with the Development Team on all Development events. This position is responsible for gift entry to ensure that all donations and pledges are accurately recorded into the donor database and reconciled with the Business Office, and database management to ensure accurate donor information for routine and special reports. This position requires close attention to detail.

QUALIFICATIONS:

- Bachelor's degree preferred
- Minimum of two years gift processing and data management experience, Raiser's Edge strongly preferred
- Intermediate to advanced knowledge of charitable gift regulations and reporting standards (CASE guidelines and IRS rules and regulations)
- Strong keyboarding skills and familiarity with database reporting and management
- Proficient in basic technology applications (i.e. MS Word, Excel). Google Apps knowledge is beneficial (i.e. Google Drive, Google Docs, Gmail)
- Exhibit excellent verbal, visual, written and interpersonal communication skills
- Be a Christian and committed to the mission and values of Houston Christian High School

Interested candidates may complete and submit the Houston Christian Professional Application with the Staff philosophy questions, a cover letter, and resume to: hr@houstonchristian.org. Instructions and the application are accessible from the [Careers](#) page at www.houstonchristian.org. Resumes are not reviewed without the complete HC application.

While HC gives preference to members of the Christian faith, the School is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: veteran status, uniform service member status, race, color, sex, national origin, age, physical or mental disability, genetic information, pregnancy, childbirth, or any other protected class under federal, state, or local law except those exclusions specifically provided to Religious Organizations. The School is a Religious Organization as defined by Section 501(c)(3) of the Internal Revenue Code and accordingly reserves the right to employ persons who profess a Christian faith and have a philosophy of ministry similar to ours.