

**Database Manager, Office of Institutional Advancement
February, 2019**

Job Title: Database Manager
Department: Office of Institutional Advancement
Reports to: Mrs. Kacie Sullivan, Director of Advancement Services
FLSA Status: Non-Exempt
PDS Status: Staff, Full-time, benefited

Founded in 1970, Providence Day School is an independent, nonsectarian, coeducational college preparatory school serving approximately 1,650 students in transitional kindergarten through 12th grade. Committed to academic excellence, global diversity and character development, PDS seeks to inspire in its students a passion for learning, a sense of social responsibility and a commitment to personal integrity. Cited for excellence by the U.S. Department of Education, the College Board Advanced Placement Program and the National Council of Teachers of English, PDS provides a challenging and diverse college preparatory curriculum.

PDS is recognized as one of the Charlotte Observer's "Top Workplaces 2018". This award is particularly special because the results are based solely on confidential responses from our employees. Additionally, PDS is recognized as one of greater Charlotte's 2018 healthiest employers by the Charlotte Business Journal. This award demonstrates the school's commitment to promoting the health and wellness of our employees and the importance of appropriate work-life harmony. PDS was also recognized as one of North Carolina's 50 most family-friendly employers by Carolina Parenting, Inc., every year since 1999 until the award was discontinued in 2016. This award recognized employers for their initiatives in helping N.C. parents balance work and home life.

The Providence Day School community welcomes people of diverse backgrounds and beliefs who share a commitment to respect one another and accept differences. We are an Equal Opportunity Employer with a policy of nondiscrimination in the treatment of employees or applicants for employment without consideration of race, color, ethnicity, religion, age, sexual orientation, marital status, national origin, disability, gender or gender identity.

Providence Day School is accredited by the Southern Association of Colleges and Schools, is a member of ABC (A Better Chance), and holds memberships in the National Association of Independent Schools, Southern Association of Independent Schools, North Carolina Association of Independent Schools, Educational Records Bureau, National and Southern Associations for College Admission Counseling, the Association of Supervision and Curriculum Development, and the College Board.

This position is a full-time, 12 month, staff position beginning as soon as possible.

Providence Day School seeks a database manager to support the data information needs of the Office of Institutional Advancement. The Database Manager acts as the team leader of Blackbaud's Raiser's Edge and works conscientiously to maintain the integrity of the data. This position is integral to all aspects of donor relations and requires someone who is a team player, has strong organization and time management skills, and is capable of adhering to deadlines in a high functioning advancement office.

Essential Duties and Responsibilities:

1. Enters all gifts and pledges, including matching gifts, stock gifts, credit card gifts, sponsorships, and honorarium/memorial gifts with a high level of accuracy and in a timely manner.
2. Manages the donor acknowledgment process to ensure donors are acknowledged in a timely manner from when their gift was received.
3. Serves as a liaison to the Accounting & Finance Department to coordinate the reconciliation of monthly and annual financials and assists with the annual audit as needed.
4. Generates queries and reports in support of development activities using the Query, Export and Report Functions, including weekly and monthly reports for the advancement department to track fundraising results.
5. Works with advancement staff to fulfill requests for information that will be used to support individual projects and fundraising efforts.
6. Manages the Raiser's Edge and Education Edge database integration.
7. Participates in the all-school database user group.
8. Completes INDEX and NAIS reports annually on behalf of Providence Day School.
9. Prepares pledge reminders for annual, endowment and/or capital commitments.
10. Maintains the integrity of the donor database through accurate, consistent and routine maintenance and upgrades. Stays abreast of Raiser's Edge software updates and hardware recommendations.
11. Assists Raiser's Edge users in the most efficient and effective use of the system; trains, coaches and troubleshoots as needed.
12. Maintains confidentiality of donor information at all times.

Qualifications:

Bachelor's degree preferred with proficiency and experience in Microsoft Office programs. A strong knowledge and experience with fundraising software is required, experience with Blackbaud's Raiser's Edge is highly preferred.

Salary and Benefits:

Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience.

Application Process:

Applicants should submit a cover letter of interest, current resume, three letters of recommendation, and a list of references with telephone numbers. Materials should be sent to:

PDS.DatabaseManager@providenceday.org

This position is open until filled. Providence Day School is an equal opportunity employer (EOE).