

THE ALTAMONT SCHOOL

The Altamont School is currently seeking a Database Manager. The Altamont School's mission is to improve the fabric of society by graduating compassionate, well-educated individuals capable of independent thinking and innovative ideas. We seek supportive employees who are lifelong learners and model that for our students.

Essential Functions

- **Database Management:** Manage and oversee database usage
 - Implement data entry protocols and procedures, including consistent recording practices and updated contact information
 - Oversee switchover to new fiscal year
 - Reconcile with the Business Office, monthly
 - Serve as main contact with Raisers Edge for Alumni/Development and facilitate training opportunities
- **Reports:** Produce queries, exports, and lists
 - LYBUNT, SYBUNT, pledge schedules, mailings, donor lists, appeal tracking, grants
 - Reports for monthly Board meetings
 - Annual Fund and Campaign updates
 - Prospect identification reports
 - Benchmarking year over year – internally and externally with peer schools
- **Gift and Pledge Entry:** Daily entry of fundraising activity
 - Daily transmittal and acknowledgement of gifts and pledges received
 - 48-hour or less gift acknowledgement
 - Accurate record keeping
- **Advancement Office Support:** Work within a team of three Advancement Colleagues
 - Participate in the planning and execution of Advancement Events
 - Attend weekly departmental meetings
 - Help Director of Communications with the backend of Altamont's website with regards to gift and donor information paths
- Other duties as assigned

Required Education and Experience

- Raisers Edge database experience **preferred** (database experience required)
- Proficiency with Microsoft Office, especially Excel, required
- Bachelor's degree required
- Work experience in a fundraising environment preferred
- Excellent interpersonal, time management, organizational, and analytical skills
- Ability to maintain confidentiality
- Attention to detail and commitment to accuracy essential
- Ability to work effectively in a team environment
- Familiarity with independent school environment helpful

For additional information, please contact Human Resources (humanresources@altamontschool.org).

The Altamont School is an equal opportunity employer that is committed to diversity and inclusion in the workplace. The school complies with all applicable laws regarding non-discrimination.