



Office of External Affairs

Advancement Services Database Manager

As part of a Flintridge Preparatory School's External Affairs Office, the Advancement Services Database Manager is a key member of a collaborative and dedicated team that is engaged in the advancement efforts through traditional fundraising, communications, and alumni/parent engagement.

The Database Manager is responsible for overseeing the Raiser's Edge (RE) database, including the prospect management module, ResearchPoint prospect research software, working with constituent engagement software (currently IModules/Anthology), online giving platforms (currently MobileCause) and auction software (currently OneCause). This person will work closely with IT, Communications, Admissions, and Finance offices to ensure proper integration of data among multiple platforms. The position requires a familiarity with Blackbaud products, keen attention to detail and the ability to think strategically about the overall advancement data systems.

Job Duties and Responsibilities

- Prepare prospect research lists and profiles
- Enter and maintain constituent data
- Prepare donor acknowledgements, fundraising reports, benchmarking surveys, and metrics
- Execute queries, imports, and exports
- Accurately update gift, pledge and appeal records
- Reconcile gift reports with Finance office
- Prepare gift data and donor lists for the Annual Report
- Manage auction software and gift-in-kind receipts
- Serve as the point person for managing updates to the giving web forms
- Ensure compliance with gift recording policies and industry best practices
- Play an important role in generating analytic reports as the School embarks on a strategic planning process and implements new enrollment management systems.
- Train colleagues as needed; oversee work of the database gift coordinator on simple gift entries, data updates, queries, lists, etc.

Qualifications

- A minimum of three years of experience using Raiser's Edge in a prior position
- Familiarity with pivot tables and Crystal Reports is desirable
- Attention to detail, accuracy, along with an understanding of data management/gift entry best practices.
- Ability to maintain discretion with respect to confidential information
- Willing to work in a fast-paced office and pitch in when needed; be able to manage simultaneous priorities effectively; possess exceptional judgment and integrity.

About Flintridge Prep

Flintridge Prep offers paid vacation and sick days and a highly competitive health insurance package, including medical, dental, vision, and long-term care, as well as a retirement plan.

Flintridge Prep is a nationally recognized nonsectarian coed school for students in grades 7 through 12. We're an aspirational and caring community united around a collaborative culture of kindness, humor, and professional commitment to students, faculty, and staff. Located in the city of La Cañada Flintridge, CA, Prep enjoys the best of two worlds: a tree-covered suburban campus with easy access to Pasadena and all the greater Los Angeles area has to offer. The campus is very close to the Jet Propulsion Laboratory and the Rose Bowl and is an easy drive to Downtown LA.

Applicants

Candidates for this position are requested to forward a cover letter and resume to:

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