



## Saint Louis Abbey and Saint Louis Priory School

### Job Description

<b>Position Title:</b>	<b>Advancement Database Manager</b>
<b>Division:</b>	Mission Advancement
<b>Department:</b>	Advancement
<b>Reports to:</b>	Director of Individual Giving
<b>Internal Classification:</b>	12-Month, Full-Time
<b>FLSA Status:</b>	Non-Exempt
<b>Revision Date:</b>	December 2022

**Purpose:** The Advancement Database Manager is responsible for the integrity of the donor database, gift and pledge processing, gift and donor reporting, and reconciling monthly and annual accounting reports.

*The following duties are regular tasks for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

#### **Essential Duties and Responsibilities - General**

- Supports the mission of the Abbey of Saint Mary and Saint Louis / Saint Louis Priory School at all times: To provide a Benedictine, Catholic, college preparatory education of the highest excellence so as to help talented and motivated young men in grades 7-12 develop their full potential as children of God.
- Exhibits professional standards of attendance, punctuality, grooming, language, preparation, and relationship to students, parents, and colleagues as a member of a faith community in a positive manner.
- Exhibits a willingness and ability to abide by and keep abreast of all lawful by-laws, policies, practices, procedures, or rules of the Abbey and school as well as all applicable federal, state, and local regulations.
- Works closely with monastery, parent organizations, and alumni organizations and assists with requests as needed.
- Supports and attends Advancement events throughout the year.
- Ability to work weekends and evening events when required based on special event schedule.
- Develops and maintains Advancement policies and procedures manual.

- Supervises the Database Assistant and oversees his/her work.

### **Essential Duties and Responsibilities – Raiser’s Edge Functions**

- Enters and manages all gift and pledge information, ensuring the proper recording, tracking, and reporting of all gifts. Maintain gift integrity through adjustments, write-offs, etc.
- Produces and fulfills all acknowledgement letters and tax receipts.
- Completes and balances the contribution Batch Reports.
- Reconciles monthly gifts to the Business Office.
- Sets up the yearly dashboard, reconciles quarterly gift reports to dashboard, adds new funds as needed, and runs queries as needed.
- Sets up new endowment funds as indicated by the donor, Director of Individual Giving, and Business Office.
- Tracks capital campaign pledges and payments; reconciles them with the Business Office monthly.
- Runs daily, monthly, and annual Donor Reports as directed.
- Maintains up-to-date and accurate constituent records and gift codes (e.g. Campaign, Fund, Appeal Codes) by entering new information and updating existing information.
- Tracks Abbot Luke Rigby Society Members.
- Finds, scans, and uploads obituaries, marks records as deceased, records monastery obituary list, and supports the monastery in making further arrangements as needed.
- Administers matching gift process.
- Processes in-kind donations.
- Creates and executes complex gift and donor queries.
- Creates financial and analytical reports as needed.
- Performs all necessary database maintenance, including researching issues, global changes and annual cleanup projects.
- Maintains hard copy files for gifts, donors, and prospects.

### **Essential Duties and Responsibilities – Advancement Financial Transactions**

- Process credit card gifts and online payments. Generate weekly reports.
- Record deposits and transmit batches to the Business Office for any checks received.
- Process Advancement Office invoices.
- Generate *One Cause* reports and submit them to the Business Office.

### **Skills, Competencies and Mindsets**

- Basic knowledge of accounting and fund raising practices.
- Experience with data entry required; experience with data reporting desired.

- Ability to work efficiently with high attention to detail.
- Strong, personable, and diverse communication skills with different constituencies (internal and external).
- Strong interpersonal skills.
- Willingness to work with volunteers.
- Proficient knowledge of Word and Excel. Knowledge and experience with *Raiser's Edge* and *One Cause* are highly desired.
- Effective team player who demonstrates reliability, cooperates and pitches in to help, exhibits flexibility, and executes good judgment.
- Commitment to maintaining a high degree of confidentiality.
- Ability to manage multiple tasks and heavy workload.
- Ability to represent Saint Louis Abbey and Saint Louis Priory School in a courteous, knowledgeable, and professional manner.

#### **Minimum Qualifications**

- 3 – 5 years of data entry or similar experience.
- Associate degree required; Bachelor's degree desired.
- Successful completion of pre-employment and annual criminal background checks.
- Successful completion of Prevent & Protect STL Safe Environment Training upon hire.

*Disclaimer: In compliance with the Americans with Disabilities Act, the Abbey of Saint Louis and Saint Mary / Saint Louis Priory School is committed to providing reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. To request a reasonable accommodation, please reach out to the Director of Human Resources.*