



WESTRIDGE SCHOOL

Advancement Database Administrator

Located in Pasadena, California, Westridge is a forward-thinking independent school for girls in grades 4-12 that emphasizes adventurous thinking, courageous, compassionate leadership, and equity and inclusion. Our school community is vibrant and diverse and grounded in the commitment to goodness in all aspects of life and learning. We balance challenging academics and a focus on leadership development with a priority on social emotional wellness, development of one's sense of self, values, and goals, and thoughtful consideration of individuals' responsibilities to others and the world.

Westridge is seeking a database administrator for the advancement office. Reporting to the director of annual giving, this position is responsible for all gift processing and data reporting activities, providing database support for the Advancement Office, and is responsible for the performance, integrity and security of the donor database. The administrator provides assistance and training to advancement staff and front-end users. Additional role requirements include GL reconciliation with business office, project management, and fund-raising support activities including events.

Specific Responsibilities Include:

Gift Management and Acknowledgement:

- Process all gifts and manage deposit, credit card, and online donation processes
- Manage complete gift acknowledgement and pledge reminder processes
- Compose donor thank you letters and update templates as needed

Reporting, Reconciliation and Data Accuracy:

- Provide Director, Head of School, and other administrators with requested reports or lists
- Fulfill requests for special reports and targeted lists (e.g. for committee reports, regional events, industry surveys)
- Support fundraising activities with needed donor database information
- Provide weekly/monthly reports on fundraising status, prospect management, and constituency-specific or donor-specific giving status
- Reconcile monthly with Business Office on required reports
- Maintain donor database with current information on individuals, foundations, and corporate matching organizations
- Initiate and conduct new fiscal year updates – transitions students to alumnae, parents to past parents, etc.; update/input new constituent information (new parents, new students, new grandparents, etc.)

System Performance, Integrity, Security and User Support:

- Maintain back-end organization of data and front-end accessibility for end-users
- Maintain data standards for input to ensure referential integrity and upfront validation
- Write donor database documentation/procedures, including data input standards
- Design "user-friendly" reports for users' easy access
- Train and provide technical support/direction to advancement staff, as needed, in the user operation of donor database
- Install and test new versions or upgrades to the donor database management system

Mailing Management:

- Interface with mailing house for bulk mailing requests
- Manage smaller mailings in-house
- Maintain Post Office Bulk Account (check request and deposit to post office)

Event and Publications Support:

- Prepare all lists for Annual Report
- Assist advancement colleagues with other tasks as needed, including events

Additional Requirements:

- Bachelor's Degree or equivalent experience preferred
- Demonstrates creativity and innovation
- Identifies and solves problems effectively
- Raiser's Edge experience highly desirable
- Highly organized with sharp attention to detail, and ability to anticipate needs and problem solve
- Ability to manage multiple projects at once- from inception to completion
- Strong interpersonal, written, and oral communication skills
- Strong proficiency in MS Office Suite (Word, Excel, and Outlook); experience with Raiser's Edge or other donor database a plus
- Demonstrated ability to exercise good judgement and maintain confidentiality
- Team player, with positive attitude
- Criminal background check and clearance required

Compensation and Schedule:

This is a permanent, full-time, non-exempt position with a pay range between \$28.85 and \$36.05 (negotiable and commensurate on experience) and is eligible for Westridge's comprehensive benefits package that includes paid time off, medical, vision, dental, and generous 403b retirement options.

Schedule: 40 hours per week as follows: Monday- Friday with flexibility to work different shifts and weekends when necessary. This is NOT a remote position.

To Apply

Send cover letter, resume, and references to Jobs@Westridge.org. Include "Advancement Database Administrator" in the subject line.

Westridge School is an equal opportunity employer. Applicants are evaluated without consideration of race, color, religion, gender, national origin, age, sexual orientation, marital status, disability, veteran status or any other characteristic protected by applicable law. For more information: www.westridge.org