



COMMUNITY SCHOOL
of Naples

Database Specialist

Community School of Naples is currently seeking an energetic and versatile person to assist with our school's fundraising efforts. This role is responsible for supporting the daily functions of the Advancement Department. The role of the Database Specialist is rooted in support, multitasking, adaptability to changing responsibilities, and the initiative to expand the depth of job-based knowledge.

Position Overview:

Reporting to the Assistant Director of Advancement, the Database Specialist will provide assistance with all fundraising campaigns as well as events. The successful candidate will be self-motivated, organized, and detail-oriented, with strong communication and excellent computer skills. They will be able to work both independently and collaboratively with an internal team and with all members of the community, including faculty, staff, vendors, and parents. Exhibiting a "can do" attitude, the Database Specialist will convey our school culture of warmth and inclusivity.

Essential Job Duties and Responsibilities:

- Expedite Raisers' Edge gift entry to ensure accurate and timely gift processing
- Prepare donor gift acknowledgments, pledge agreements and invoices, and other gift-related correspondence
- Provides consistent high-quality research analysis used to inform solicitation and engagement strategies
- Proactively produces research to identify and qualify prospective donors through data mining, wealth screening and ad-hoc research
- Utilizes queries to create reports from the database in a timely manner including mailing lists, email lists, and other reports for school-wide communications
- Supports the coordination and implementation of Advancement events
- Schedule and prepare for meetings, including preparation of meeting materials
- Other duties as assigned

Qualifications

An Associate's degree is required.

Experience with Raisers Edge preferred, or prior experience with a customer relationship management software. Strong typing skills and experience with Microsoft Office (Outlook, Word, Excel, PowerPoint), Adobe, and other graphics software.

Demonstrates excellent and effective written and verbal communications.

Exhibits a cooperative team approach.

Displays initiative, internal motivation, a willingness to take on responsibilities beyond those explicitly defined, and an ability to learn new and established procedures.

Executes responsibilities efficiently, accurately, and on or before deadlines.

Ability to attend evening and weekend functions when necessary.

Compensation and Benefits

This position is paid on an hourly basis, commensurate with experience and qualifications. All employees are eligible to participate in CSN's generous 403(b) retirement program as well as Aflac, Legal Shield and pet

insurance. Full-time employees are eligible for our competitive benefits package, including medical, dental, vision, disability, Life and AD&D. Please visit our website for more details about the benefits of a career at CSN.

Applying

Please apply for the Database Specialist position via our online application portal only: <https://communityschoolnaples.tedk12.com/hire/index.aspx>. Please include a cover letter, and references as well as instructions about contacting your current employer. If needed, your cover letter and additional supporting documents may be emailed to dpainter@communityschoolnaples.org. They will be forwarded to the selection committee.

- *Community School of Naples is an Equal Opportunity Employer.*
- *Fingerprinting and background checks are a required part of CSN's employment eligibility process.*