

**St. Mary's Academy
Employment Posting for Staff**

Job Position: Advancement Database Coordinator

St. Mary's Academy Overview:

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, Independent school offering rigorous academics in its co-ed PreK-Grade 8, and all-girls High School. SMA offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Pre-Kindergarten to graduation.

SMA is a close community where faculty and staff serve as role models for the students with a mission to foster excellence in each child through academic achievement, spiritual development and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

SMA is committed to recruiting and retaining a diverse faculty and staff dedicated to their profession and the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

Job Description:

St. Mary's Academy is seeking a Advancement Database Coordinator. This is a full-time, 12-month, exempt position reporting to the Director of Development. The ideal candidate brings Blackbaud Raiser's Edge experience and ability to positively engage with a variety of stakeholders.

Through regular conversations with the Director of Development and department colleagues, St. Mary's Academy staff learn and understand their job responsibilities. Staff at St. Mary's Academy are enthusiastic and energetic, and they find support for new ideas. This enthusiasm is encouraged and applauded at SMA. Additionally, staff members at St. Mary's Academy are a supportive group. One does not have to look far to find a helping hand.

Major Duties and Responsibilities:

- Oversee the planning and execution of the St. Mary's Academy Advancement database, to ensure compliance with IRS tax laws and regulations, accounting best practices and CASE standards;
- Manage a relational database using Blackbaud Raiser's Edge NXT of approximately 20,000 records, including the creation and updating of parent, student, alumnae, employee and donor records;
- Perform timely entry of all gifts and pledges into the database, ensuring speedy and accurate generation of acknowledgement letters;
- Generate tax receipts, pledge reminders and other scheduled advancement mailings;
- Prepare financial and analytical reports for the Director of Development that provides usable and actionable information for the formation and execution of fundraising strategies;
- Serve as the primary liaison to the Business Office to reconcile funds and to prepare for the annual audit;

- Compile and submit annual benchmarking surveys to national independent school organizations;
- Identify database cleanup in Raiser's Edge NXT and complete them in priority order;
- Design, import and export data queries for mailing lists, data segmentation, and analytical reports;
- Initiate and manage projects to improve utilization of Raiser's Edge NXT on a daily basis, from the initiation of system updates to mass modifications;
- Assist with community events such as the Annual Gala, Annual Golf Tournament, Back to School Orientations, Fall Festival, Bingo, Grandparents Day, etc. To include mailing invitations and working with staff and volunteer committees, etc.;
- Generate prospect research as needed and assist in managing donor prospect lists in the database;
- Create, manage and document Advancement database related processes and procedures into a working Advancement Database Procedures Manual;
- Other tasks as assigned;
- Adhere to and support the mission of St. Mary's Academy.

Qualifications/Requirements:

Education and qualifications should include the following:

- Bachelor's degree preferred
- Blackbaud Raiser's Edge NXT database experience
- High level of proficiency with Microsoft Office Suite
- Strong interpersonal skills when working with colleagues, independent school parents, volunteers, alumnae ad other donor constituencies
- Successful background related to detailed planning, handling multiple tasks and priorities, goals achievement and collaborative team environment
- Utmost discretion with regard to donor personal information
- Must be customer service oriented, a team player and adhere to and support all aspects of the Mission of St. Mary's Academy

Salary/Benefits:

The salary range for this full-time, exempt position is \$55,000.00 - \$62,000.00. St. Mary's Academy provides excellent benefits, including medical, dental, and life insurance, retirement, paid time off, tuition remission, and opportunities for professional development.

How to Apply:

Interested candidates should send a cover letter, resume, and statement of educational philosophy to Lyndal Brookhart, Director of Human Resources, at lbrookhart@smanet.org. No calls, please.