



MAYFIELD SENIOR SCHOOL
of the Holy Child Jesus

Information Systems Manager

Mayfield Senior School of the Holy Child Jesus is an independent Catholic girls' high school nestled in one of Pasadena's most beautiful historic neighborhoods. With a school campus anchored by an elegant mansion, Mayfield has been thoughtfully renovated and expanded to create spaces to foster community, collaboration, and creativity. With the scenic views of the San Gabriel Mountains as a backdrop, Mayfield offers a beautiful, inspiring, and vibrant learning environment.

Rooted in the educational philosophy of the Society of the Holy Child Jesus, Mayfield is a dynamic learning community. Mayfield embraces a "whole child" approach to learning where students are challenged, guided, and supported by expert teachers to reach their fullest potential. At the heart of Mayfield's mission is a commitment to fostering a culture of faith, community, and service. Guided by the motto, "Actions Not Words," Mayfield is an empowering learning community of joy and belonging, where students enact their faith and love by transforming the world with their God-given gifts.

Job Overview

The Information Systems Manager plays a critical role in advancing the school's use of data and technology. This position is responsible for managing and integrating core data systems, primarily Blackbaud and associated platforms, to ensure accurate, consistent, and reliable data across departments. By supporting systems integration, data quality, and internal user experience, this role supports informed decision-making, stakeholder communications, and strategic planning throughout the school.

Key Responsibilities

- Manage the configuration, maintenance, and integration of school data systems, focusing on Blackbaud applications, including Education Edge, Raiser's Edge NXT, and Financial Edge.
- Provide system onboarding and ongoing support to staff, including training on business processes and database functionality.
- Partner with the help desk team to troubleshoot technical issues and liaise with software vendors to resolve escalated concerns.
- Develop, maintain, and enforce data quality standards and style guidelines to ensure consistency and integrity across platforms.
- Perform regular data audits and cleaning to ensure accuracy and reliability.
- Responsible for Raiser's Edge Database management and records
- Reconcile monthly data with the Finance Department and maintain accurate records for current families, alumnae, past parents, grandparents, and other donors
- Generate and distribute custom reports, dashboards, queries, and mailing lists for Advancement, Admissions, and administrative leadership.
- Lead data imports from external fundraising platforms (Boost My School)

- Lead and facilitate a cross-functional Blackbaud user group to standardize practices, share updates, and gather feedback.
- Collaborate with stakeholders to optimize data use and provide insights through scheduled data review meetings and trend analysis.
- Support all departments by building user-friendly, impactful reports for communications, development campaigns, and board reports.
- Serves as a support to Advancement events
- Keep training materials and technical documentation up to date.
- Host quarterly training sessions and knowledge-sharing events to empower staff and enhance system usage.
- Support a culture of data literacy and encourage thoughtful data practices among all system users.

Qualifications & Skills

- Bachelor's degree in Computer Science, Information Systems, or a related field.
- Minimum 5 years of experience in database management, systems integration, or similar roles, preferably within an educational or nonprofit setting.
- Proficiency in Blackbaud systems required; experience with SQL or other relational databases preferred.
- Strong skills in Microsoft Excel, Word, and mail merge operations.
- Demonstrated ability to manage multiple projects, prioritize tasks, and accurately meet deadlines.
- Strong interpersonal, written, and oral communication skills.
- Excellent attention to detail, organizational skills, and problem-solving capabilities.
- Experience in customer service or technical support, with the ability to communicate technical information to non-technical users.
- Ability to maintain confidentiality and exercise sound judgment.
- Commitment to teamwork and collaboration; a proactive, solutions-oriented mindset.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

FLSA Status: Exempt, Full-Time 12-Month

Schedule: 40-hour work week

Location: Mayfield Senior School, Pasadena, CA

Hourly Range: \$70,000-\$80,000 based on experience and qualifications.

Benefits: Mayfield Senior School offers a comprehensive benefits package, including medical, dental, and vision insurance and retirement plan options.

Physical Requirements: Occasional lifting of up to 25 pounds, and the ability to work at a computer for extended periods.

Reasonable Accommodations: Mayfield Senior School is committed to providing reasonable accommodations to enable qualified individuals with disabilities to perform essential job functions. If

you need assistance or accommodations due to a disability, please contact our Human Resources Department.

To Apply:

Interested candidates should send a cover letter and resume to Mayfield's Human Resources Manager, Denise Cruz Magallanes (denise.magallanes@mayfieldsenior.org)

Mayfield Senior School does not discriminate on the basis of race, gender, sexual orientation, or national and ethnic origin in the administration of its hiring practices.