PARISH EPISCOPAL SCHOOL

WISDOM • HONOR • SERVICE

Title: Advancement Database Manager
Classification: Salary; Non-Exempt

Status: Full-time; 12 months
Reports to: Director of Advancement Services

JOB SUMMARY

The Advancement Database Manager is a full-time year-round position and reports directly to the Director of Advancement Services. Major responsibility of the position is to serve as the Office of Advancement data guardian and information systems manager. This individual's primary responsibility is to manage the gift entry, acknowledgement and reporting process as well as insuring data integrity. The Database Manager also works with the Data Strategy Team and other departments within the school as needed on all matters regarding the database.

The overall success of the Advancement Office depends on teamwork and collaboration. This position requires the Advancement Database Manager to work closely with other members of the Advancement Team and the Data Strategy Team to ensure effective, consistent application of data entry and gift recording processes; information systems management; and financial reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Responsible for maintaining an accurate Raiser's Edge database for the School, and for all Raiser's Edge functions, including data entry, gift processing, statistical reports and analysis.
- Oversee day-to-day gift processing and data entry management, including entry, recording, processing, acknowledging of all contributions to the School (Parish Fund, Campaign, Gala and Boosters).
- Communicate with donors and Business Office in regards to gifts of securities.
- Maintains all individual and organizational records, inputting and updating biographical, education, geographical, professional, financial and other information; oversees alumni roll-over and new family records annually.
- Works with Advancement Team to maintain accurate and timely gift entry and acknowledgement processes.
- Creates daily, weekly, monthly and annual reports for Development and Business Offices, including reports for the Annual Report, Fiscal Year Audit, INDEX, CASE/NAIS, etc.
- Reconcile gifts on a monthly basis with the Business Office
- Works in collaboration with the Director of Advancement Services to track all donor actions in Raiser's Edge, including utilizing the prospect tab.
- Collaborates with Admissions, Registrar, IT, Human Resources, Business, and Communications offices to ensure RE database information of all constituencies is entered in a timely manner and remains up to date.
- Produces and maintains lists for all mailings and communications.
- Generates and manages pledge reminder process and letters.
- Develops and maintains a dynamic list of policies, procedures and regulations for the Raiser's Edge database and its use.
- Serve as the "go to" resource in all questions relating to the Raiser's Edge database and seek to educate the rest of the staff as to the full functionality of the software; trains and oversees other Development staff in proper use of database.
- Serves as the main point person for WealthEngine and all donor/prospect screenings
- Maintain history, purpose and designation of restricted gifts.
- Evaluate and update the Advancement Office's business practices to strengthen the way in which data is inputted, maintained and reported and assure that the office is fully utilizing the available technology.
- Design and implement procedures, processes, reports and policies that ensure date integrity and leverage the School's resources.
- Serve on the Data Strategy Team and participate in its meetings.
- Promote the school's statement of mission and philosophy

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Attends Staff Development Meetings
- Attends Data Strategy Meetings
- Attends School Functions as needed
- Attends Conferences
- Attends Chapel

SUPERVISORY RESPONSIBILITIES

No supervisory duties assigned. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree preferred
- A minimum of two to four years' experience in a similar position preferred
- Computer proficiency, including Microsoft Office (Word, Excel, PowerPoint, Outlook) Zoom, and Internet tools
- Knowledge of development software (preferably Raiser's Edge) and broad understanding of the technological tools available to development offices.
- Ability to use basic office equipment

Job Knowledge, Skills, and Abilities:

- An extremely well organized, detail-oriented individual who has a high energy level together with an accompanying sense of urgency.
- Bright, hardworking and enthusiastic with a serious commitment to learning and growing skills.
- Ability to multi-task and balance competing priorities.
- Well-developed interpersonal skills to deal effectively with a wide range of constituents, including those at very senior levels.
- An accessible and approachable people person with a good sense of humor.

WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.

Working Environment:

☒ Office Environment
☐ Classroom Environment
☐ Works Primarily with Students
☒ Works Primarily with Adults; Some Exposure to Students
☒ Travel - Light
☐ Travel - Heavy
☐ Evening and/or Weekend Commitment - Light
☐ Evening and/or Weekend Commitment - Heavy
☒ Inside
☐ Outside
☒ Works with Others
☒ Works Alone
☐ Extreme Heat
☐ Extreme Cold
☒ Noise

Physical Requirements:

☒Seeing
☒Color Perception
☒Hearing
☒Clear Speech
☒Touching (Hand and Finger Dexterity)
☒Sitting
☒Fine Finger Manipulation in Use of Computer
☒Standing
☒Ability to Move Distances
☐Hillcrest Campus includes 5 buildings, 10 acres
☒Midway Campus is 350,000 square feet, 50 acres
☒Driving
☐Climbing
☐Balancing
☐Kneeling
☐Crawling
☐Reaching
☐Twisting or Bending at Waist
☐Pushing or Pulling
☒Lifting 0 - 20 pounds
☐Lifting 0 – 40 pounds
☐Lifting 0 – 75 pounds
☐Carrying 0 - 20 pounds
☐Carrying 0 – 40 pounds
☐Carrying 0 – 75 pounds

Mental Requirements:

☐ Reading - Simple
☒ Reading - Complex
☐ Writing - Simple
☒ Writing - Complex
☒ Clerical
☒ Basic Math Skills
☒ Analysis and Comprehension - Simple
☐ Analysis and Comprehension - Complex
☒ Decision Making - Simple
☐ Decision Making – Complex
☒ Exercise Discretion - Simple
☐ Exercise Discretion - Complex

The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.