



Now Hiring:

ADVANCEMENT & DATABASE MANAGER

New City School is seeking a detail-oriented, tech-savvy, and collaborative Advancement & Database Manager to join our Advancement team. This position supports the school's fundraising, alumni relations, and community engagement work, helping New City School build and sustain meaningful relationships with families, alumni, and friends.

If you enjoy organizing information, improving systems, and supporting a mission-driven team, this role offers a wonderful opportunity to make a lasting impact.

KEY RESPONSIBILITIES

- Manage and maintain donor, alumni, and constituent data in Blackbaud Raiser's Edge NXT
- Process and acknowledge gifts and pledges accurately and promptly
- Generate reports and mailing lists to support campaigns and communications
- Support alumni engagement through events, communications, and database updates
- Assist with advancement and community events from planning through follow-up
- Provide administrative support to the Advancement team, including scheduling and correspondence

QUALIFICATIONS

- High school diploma required; associate or bachelor's degree preferred
- Minimum of two years of administrative, development, or database experience (independent school or nonprofit preferred)
- Experience with database management for desktop and cloud-based platforms, especially Blackbaud Raiser's Edge NXT or similar fundraising software
- Strong proficiency in Microsoft Excel, along with Microsoft Office Suite and Google Workspace
- Experience with mobile bidding and event management software preferred
- Prior volunteer management and special event experience a plus
- Excellent organizational skills, attention to detail, and ability to manage multiple priorities
- Ability to work additional hours as needed, including occasional morning, evening, and weekend events
- A high level of integrity and an extraordinary work ethic


WORK ENVIRONMENT AND COMPENSATION

- Competitive salary, commensurate with experience
- Comprehensive benefits package, including health insurance, retirement contributions, and paid time off
- Supportive, mission-driven work environment that values collaboration and professional growth

TO APPLY: Qualified candidates should send a letter of interest and resume in one PDF to: Dee Harvill, Director of Advancement
deharvill@newcityschool.org

Please indicate "Advancement & Database Manager" in the subject line.





NEW CITY SCHOOL is a leading independent school located in St. Louis' historic Central West End neighborhood, enrolling approximately 340 students from age 3 through 6th grade. Our teachers provide an education that is both challenging and developmentally appropriate, empowering children to become active and engaged learners.

The teaching and learning environment at New City is rooted in child development, and our faculty are lifelong learners themselves—continually seeking ways to improve their practice

OUR MISSION: New City School inspires children to engage joyfully in learning and achieve academic excellence while cultivating their personal strengths and passions, and empowers their students to build community and advocate for a more just and equitable world.

At New City School, we recognize a diverse faculty and staff is a strength that impacts and enhances all aspects of our school. We celebrate our inclusive school environment and are eager to accept applications from candidates of all backgrounds and perspectives. New City School does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities, hiring practices or operations.