



MAYFIELD SENIOR SCHOOL
of the Holy Child Jesus

Development Assistant and Database Coordinator

Position: Development Assistant and Database Coordinator - Development

Reporting Relationship: Reports to Director of Development

Classification Status: Part-time, 20 hours per week, Flexible schedule within normal business hours, Occasional evenings or weekends for events

Location: Pasadena

About Mayfield Senior School

Mayfield Senior School is an independent Catholic college preparatory school for girls in grades 9–12 in Pasadena, California. Rooted in the Holy Child educational tradition, Mayfield fosters academic excellence, leadership, service, and a vibrant, inclusive community.

Job Overview:

The Development Assistant and Database Coordinator plays a key role in supporting the school's fundraising and donor stewardship efforts. This position is responsible for maintaining the integrity of the Blackbaud Raiser's Edge database, processing gifts, coordinating donor acknowledgments, supporting fundraising events, and providing administrative support to the Development team. The ideal candidate is highly organized, detail-oriented, and enjoys working with data while contributing to a mission-driven organization.

POSITION RESPONSIBILITIES

Raiser's Edge Database Management

- Uphold data integrity for Raiser's Edge database and all confidential records
- Assist with gift entry and record updates to maintain accurate donor records
- Produce prompt and complete gift acknowledgement correspondence—providing drafts/tax receipts/pledge reminders and updating letter templates as needed
- Provide accurate mailing lists for Development mailings. Make address updates when mail is returned and/or from NCOA (National Change of Address) lists
- Help provide print vendors with finalized mailing lists
- Manage Special Events data, participation, RSVPs, gift receipting and reconciliation
- Maintain updated information in iMSS on records for alumnae, past parents and grandparents
- Analyze data for accuracy including for Annual Report, and for comparisons to prior years
- Identify donor opportunities through analysis of past giving and capacity, and based on donors who gave in the past but not for the current year
- Maintain physical files/copies of donor communications

- Manage data imports and exports

Stewardship & Misc.

- Collaborate with the Development Team on stewardship for individual and institutional giving
- Support the Department at Advancement Committee and other meetings and events, as needed, including name tags and lists for events
- Support colleagues as needed with additional duties assigned or designated to you by your Supervisor, the Head of School, or her designee

QUALIFICATIONS

- Bachelor's Degree from an accredited college or institution preferred
- Skill in using Blackbaud Raiser's Edge software and Raiser's EdgeNEXT
- Non-profit experience preferred
- Highly organized with strong attention to detail
- Identifies and solves problems effectively
- Ability to manage multiple projects at once, from inception to completion
- Strong interpersonal, written and oral communication skills
- Demonstrated ability to exercise good judgment and maintain confidentiality
- Team player, with positive attitude
- Supports an environment of hospitality and gratitude for donors, prospective donors, parents, alumnae, and co-workers
- Weekly hours may fluctuate during Giving Days, end of year giving periods, and before/after the annual Benefit, when gifts increase

Salary

Pay range: \$23-\$25 per hour, depending on qualifications and experience.

Physical Requirements

- Sit for extended periods
- Lift up to 20 pounds
- Move event materials
- Use standard office equipment

Mayfield Senior School is an equal opportunity employer and seeks to create a diverse and inclusive workplace. We welcome applicants from all backgrounds who are committed to supporting our mission and values.