



JOB ANNOUNCEMENT:

**The Bay School of San Francisco**

**100% FTE (non-exempt), DATABASE MANAGER & ADVANCEMENT ASSISTANT, start July 2017**

*Located in the Presidio of San Francisco, The Bay School is an independent, college preparatory high school committed to providing its students with a challenging, innovative curriculum and a collaborative, supportive community. Our flexible, open-minded staff and faculty members (“staffulty”) foster and model curiosity, critical thinking, intentionality, good humor and respect for diversity. As co-builders of a young high school, they contribute to a positive community. Our campus also serves as headquarters for the CATDC (California Teachers Development Collaborative).*

*The Bay School does not discriminate on the basis of race, color, gender identity, religion, national origin, ancestry, sexual orientation, age, or any other characteristic protected by law. We are committed to having a faculty, staff and student body that reflect the diversity of the Bay Area. We strongly encourage candidates of color to apply.*

#### **DATABASE MANAGER & ADVANCEMENT ASSISTANT**

The **Database Manager & Advancement Assistant** will maintain the school’s development database and serve as support for Annual Giving as well as other fundraising initiatives in the Advancement Department.

As a new position in the organization, the Database Manager & Advancement Assistant will have the opportunity to partner in the expansion and continued growth of the advancement team.

#### **Key Responsibilities:**

- Maintain Raiser’s Edge database to ensure accurate, updated, and relevant information
- Process, records, and acknowledges all gifts, pledges and pledge payments
- Produce lists, queries and reports from Raiser’s Edge for fundraising initiatives
- Generate monthly and annual metrics to track fundraising progress
- Help organize Annual Fund campaign, including providing training materials, producing and updating solicitation lists and reports
- Attends Campaign and Development Committee meetings to serve as primary note taker
- Support planning and implementation of donor cultivation and stewardship events including Bay Splash, Bay’s annual community fundraising event
- Provide support in prospect research, donor tracking, information management, reporting, and special events
- Maintain guidelines and procedures for gift entry, coding, and acknowledgments
- Stay informed of Raiser’s Edge NXT functionality and best practices to guide process improvement

- Provide essential annual report data and support
- Provide clerical support to the Advancement Office
- Performs other duties, as needed

**The ideal candidate possess:**

- A bachelor's degree
- Three plus years of experience in Development or other non-profit administrative function
- Knowledge of Raiser's Edge database preferred, or experience with a similar database
- Experience with excel
- Strong affinity for the mission of The Bay School
- Superior accuracy and attention to detail
- Strong problem-solving and organizational skills
- Ability to meet deadlines independently and work collaboratively with colleagues
- Uphold the highest standards of work including handling sensitive, confidential donor information
- Cultural competency, i.e. the ability to work effectively and communicate authentically with a diverse population of students and their families
- Excellent oral and written communication skills in English and, ideally, in a second language
- Proficiency with MS Office products, presentation software, database software and 21<sup>st</sup> century marketing tools, including social media
- Proficiency with the suite of Google applications; Photoshop and InDesign are plusses
- Strong team-oriented work ethic and solution-oriented mentality
- Commitment to anti-bias work and to diversity, equity and inclusion
- Abundant energy, optimism and the ability to stay calm and focused in a busy work environment filled with teenagers

The school offers a salary commensurate with experience and a competitive benefits package.

If interested, send all of the following items to [jobs@bayschoolsf.org](mailto:jobs@bayschoolsf.org), subject line DMAA. Incomplete applications will not be considered.

- 1) Cover letter describing your interest in the position as well as how you anticipate contributing to The Bay School
- 2) Resume