



ADVANCEMENT DATABASE MANAGER

Pace Academy, one of Atlanta's top independent schools, seeks an advancement database manager to start immediately. The database manager supports the Office of Advancement and its activities while working closely with the Offices of Finance and Technology.

The database manager is responsible for overseeing all aspects of the advancement database, including constituency management, gift processing and reporting, prospect identification, cultivation, solicitation, donor recognition and tracking. This position requires an independent self-starter with extraordinary computer skills and the ability to interact with a broad range of Pace constituents.

The successful candidate will be self-motivated, have strong communication skills, show strong computer and database literacy, be able to demonstrate success with multi-tasking in a fast-paced, highly confidential setting, have client support and management experience, and be a team player. This person must be able to generate reports and business correspondence, and demonstrate the ability to effectively present information and respond to questions from administrators, donors, faculty and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain the advancement database of 10,000+ constituents to ensure all gift and demographic information is accurate and up-to-date. Conduct routine audits of the data to ensure accuracy.
- Maintain positive donor relations by ensuring the accuracy, confidentiality and integrity of biographical, demographical, gift records and other information. Work with the members of the advancement team to track donors and prospects in the database.
- Spearhead Advancement team policies and procedures for database management.
- Remain current with all system updates and training. Constantly seek best practices in database management. Routinely update and maintain policy and procedure manual.
- Responsible for all efforts related to the receiving, processing, acknowledging and receipting of gifts from cash, credit cards, payroll deductions, electronic funds transfers, on-line gifts, securities, real estate, deferred and in-kind gifts.
- Design, execute and maintain customized database reports, lists, and queries to support the Office of Advancement and to fulfill requests for information from other institutional departments. Further utilize database to queries for advancement communications.
- Develop and maintain a suite of reports to monitor and measure fundraising performance for the director of Advancement, Business Office and, as required, other departments in the school.
- Prepare monthly financial reports to reconcile Office of Advancement records with the Business Office.

- Track outstanding annual and campaign pledges and monitors pledge payment activity and reminders.
- Research potential donors and prepares fundraising prospect profiles as needed. Create and maintains constituency files.
- Serve as the primary advocate for the Office of Advancement with the Office of Technology in troubleshooting database problems, clarifying procedures and implementing solutions.
- Manage LinkedIn and other social media sites on behalf of the Pace Academy Alumni Office.
- Assist with Office of Advancement programming and projects as needed.

REQUIREMENTS:

- Bachelor's degree from a four-year college or university.
- Minimum of two years experience is required in database management working with development databases, ideally Senior Systems. Additional experience in developing and producing Crystal reports is a plus.
- Minimum of two years in development/advancement or related field is required.
- Experience working with an independent school is a plus.
- Experience in and understanding of gift types, fund types, fundraising techniques, etc.
- Ability to effectively interact with a variety of constituents, volunteers and co-workers in all areas of the school.
- Proficient in the use of Microsoft Office products, including Word and Excel.
- Must have excellent written and communication skills and be able to use judgment and discretion with confidential information.
- Must be able to multi-task, work in a fast-paced office and work with multiple priorities and deadlines with accuracy.
- Must be able to fulfill responsibilities with high standards in customer service and support of Pace Academy's philosophy and mission.

Information about Pace Academy's Office of Advancement can be viewed at www.paceacademy.org/support.

Qualified applicants should send a resume, cover letter, and references to Jobs@PaceAcademy.org.

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