Advancement Database Manager

Under the supervision of the Chief Development Officer, the Advancement Database Manager is a member of a team responsible for all fundraising, alumni and communication-related activities at the school. This individual is in charge of processing gifts, updating constituent records, preparing acknowledgment letters, generating mailing lists, recording pledges and maintaining donor reports through Raiser's Edge, the development module of Blackbaud. This individual interacts daily with donors and potential donors and is responsible for deciding what information can be shared and with whom. The Advancement Database Manager is also responsible for prospect research and management. The Advancement Database Manager will also provide general administrative support to the Chief Development Officer, the Director of Annual Giving, and the advancement team, as appropriate. The person in this position deals with sensitive information, handles a high volume of phone calls and in-person inquiries, and is required to use judgment and anticipate questions related to charitable giving, volunteerism and fundraising opportunities for Buckley. Some evening and weekend work is required.

RESPONSIBILITIES and DUTIES

- Assess requests for donor information received in-person, by phone or email and decide what information may be shared with which individuals, including administrators, faculty, parents, and Trustees.
- Process and record all gifts, pledges and pledge payments to the school. Ensure timely entry of all gifts into Raiser's Edge including annual fund, capital campaign, and all other fundraising efforts.
- Perform data entry and manage the data entry process to ensure that accurate, updated, and relevant information on donors and for prospective donors is maintained.
- Maintain the school's Raiser's Edge alumni and development database. Coordinate with the technology department to perform Raiser's Edge database maintenance, global updates, and integration with Education Edge/CORE on a regular basis.
- Manage the entire gift acknowledgement and pledge reminder process.
- Design and implement database queries in response to requests for information providing timely and accurate records, reports, and lists.
- Serve as the school's Raiser's Edge liaison with the technology department, business office, and with Blackbaud and other related software vendors.
- Develop and produce a variety of reports from Raiser's Edge.
- Attend and assist with the planning and execution of fundraising events.
- Track advancement budget, process invoices and check requests.

REQUIRED/DESIRED QUALIFICATIONS

- Bachelor's degree
- Mastery of The Raiser's Edge Fundraising and Donor Management System – at least two years' experience preferred.
- Two-to-four years work experience (preferably in a development department) involving data entry, database management, financial data and report generation.
- Two years' experience working directly with donors or customers.
- Demonstrated ability to work collaboratively with diverse populations, including students, parents, and faculty.
- Experience demonstrating a high degree of accuracy in data entry and generating reports.
- Excellent verbal, written, and organizational skills.
- Proficiency in Word, Outlook, Excel, Internet Explorer and Power Point. Knowledge of a graphic design program, such as Microsoft Publisher, Adobe Photoshop or InDesign, is preferred.
- Flexibility to occasionally work long hours, including attendance at weekend and evening events.
- Accounting experience is preferred.

HOW TO APPLY
Interested employees should submit their resume to Shelly Schroth, Chief Advancement Officer, at sschroth@buckley.org.

ABOUT THE SCHOOL
Buckley, with a student body of 830, is known for its unique educational philosophy, the 4-Fold Plan of Education, which melds a whole-child approach with elements of structure, as well as for its warm, intimate educational environment.

The school's curriculum balances academics, the arts, physical development and moral education. Its creative, personalized approach to education emphasizes high academic standards for all students, and includes traditional touches that develop the character and discipline that unlock students' potential.