



St. Christopher's School

Educating Boys For Life

Position Title:

Associate Development Database Manager

Position Classification:

Full time 12-month non-exempt position

Hours:

School year: 8:30 a.m. to 4:30 p.m.

Summer: 9:00 a.m. to 4:00 p.m.

Assist with special events as needed

Reports to:

The Director of Development

Position Summary/Objectives:

This position will work closely with the Development Database Manager, the Alumni and Development personnel, and the Foundation Controller to ensure that all records are accurately maintained and donations are precisely and completely recorded and reconciled in the Raiser's Edge database. The position is also responsible for developing and or assisting in the generation and reconciliation of custom reports in a timely manner.

Principal Responsibilities:

- Maintain and circulate accurate, current information in Raiser's Edge.
 - all new students, parents and grandparents
 - all college information to senior records
 - extracurricular activities to student records
 - current gifts and information obtained from telethons
 - solicitor assignments
- Update all personal changes to records: names, addresses, contact information, relationships, births, deaths, etc.
- Review and update directory cards as needed.
- Ensure that information from Blackbaud's onProducts is accurately reflected in Raiser's Edge in a timely basis.
- Research and update corrected addresses for returned mail.
- Enter all credit card transactions accurately into Raiser's Edge.
- Assist the Database Manager with gift and pledge activity as needed.
- Process gifts.
- Ability to create and run reports in Raiser's Edge.
- Ability to create and develop custom queries and exports.
- Support Development Office and Staff as needed with special projects and events.

Qualifications:

- Bachelor's Degree with three years of related experience in Raiser's Edge database management, administration, gift processing and financial reporting.
- Ability to manage sensitive and confidential information.
- Proficiency and advanced knowledge with Microsoft Office, specifically with Word and Excel.
- Excellent analytical and problem solving skills
- Excellent attention to detail and accuracy.
- Ability to function effectively with moderate supervision.
- Ability to organize and prioritize work in accordance with supervisory input.
- Ability to juggle multiple priorities and changing circumstances

Three references required.

Additional Information:

Candidates interested in pursuing this position should send a cover letter, resume and reference contact information to careers@stcva.org.