



Data Manager

Sacred Heart School of Halifax is one of the top independent schools in the region, offering an unparalleled education and experience as a result of our academic focus, strong core values, and unique global focus. We are seeking a Data Manager to provide data support to our Advancement department, as well as Admissions, Academic and Finance departments. This is a full-time position.

Role and responsibilities:

- Make an initial assessment of Sacred Heart School's current systems updating the inventory of existing databases and programs used, documenting and analyzing the ways in which these systems and programs interact, develop data-related workflows, standards and procedures
- Cleanse data when required, create and update accounts making recommendations to improve data integrity and flow
- Maintain all constituent data in our Blackbaud databases ensuring accurate and up to date records and ensure new data is entered accurately and in a timely fashion
- Meet regularly with Advancement department to review fundraising data analytics
- Produce regular and special reports to communicate progress on funds and constituent giving participation rates
- Manage efficient and accurate data flow and integrations between databases
- Meet regularly with academic and administrative departments to exchange information, troubleshoot procedures and systems, facilitate cross-departmental understanding, provide training, and assist in meeting academic/administrative needs
- Proactively manage the system user accounts and security to ensure data integrity
- Creating and maintaining a cycle/calendar by season to document significant, regular, data transfers
- Assisting administrative and academic departments in creating queries to extract information and generate a variety of report options for the purpose of disseminating information more efficiently and effectively
- Develop, communicate and maintain best data input standards
- Troubleshooting and maintaining a report on malfunctions of database systems for the purpose of resolving operational issues and restoring services
- Overseeing and executing major data projects, including system migrations
- Collaboratively envisioning the school's long-term database integration and assessing the school's needs and capacity to meet that integration
- Performing periodic audits and regular data health checks on existing systems
- Staying current in information systems and technology trends in schools, providing suggestions for improvements and upgrades to the Director of IT, Advancement and the Leadership team

Our ideal candidate will have:

- Bachelor's degree or diploma with 3 - 5 years experience in relevant position(s)
- Solid understanding of database management, preferably within a school environment
- Experience and proficiency in Blackbaud Raiser's Edge
- Understanding of the ideal data flow between and among school applications and departments, and the ability to work with colleagues and vendors to troubleshoot and resolve integration issues
- Strong organizational, analytical, problem-solving, and troubleshooting skills, including careful attention to detail
- Experience with Windows and MAC operating systems, Google Suite and Microsoft Office
- Demonstrated ability to use Crystal Reports or other custom reporting tools
- Excellent communication skills with ability to articulate technical information to non-technical audiences
- Ability to meet deadlines and stamina to deal with the pressure of changing deadlines and priorities
- Confidence to work independently, but also the ability to work well with others while facilitating collaboration across departments
- Ability to think on your feet, respond quickly, think proactively, and maintain a sense of humour

We offer:

A competitive salary, comprehensive benefits package, professional development, a matching RRSP program, and a wonderful work environment.

Interested applicants should send their CV accompanied by a cover letter:

Brian Lumsden, Director IT & Facilities
Sacred Heart School of Halifax
5820 Spring Garden Road, Halifax, NS B3H 1X8
careers@shsh.ca

Consideration of applications will begin July 11, 2018. Applications will continue to be accepted until the position is filled.

Conditions of Employment:

The successful candidate will be required to complete a Criminal Background Check, Vulnerable Sector Check and Child Abuse Registry Clearance.