

**POSITION OPENING:
Data and Development Services Administrator**

Date Posted: March, 2017

Start Date: July 1, 2017

Description: 12-month, Full-Time, Non-Exempt

The Cambridge School of Weston is seeking an experienced project manager to lead Development departmental operations in support of all fundraising and engagement efforts. The Data and Development Services Administrator oversees internal Development Office operations including donor records and database administration, financial, development and engagement reporting, gifts management, prospect research and donor relations. This individual works collaboratively with staff members on all data related departmental activities, including updates and improvements to the database system, and provides administrative support to the department. The Data and Development Services Administrator serves as the Development team's liaison with the Business Office and Information Technology teams, is a member of the database users group and reports to the Director of Development.

Specific responsibilities for this position include:

Database System:

- Prepares an annual plan outlining the goals and objectives of the data function for the Development Department and tracks on-going performance to ensure accomplishment of goals
- Daily/weekly/monthly monitoring, maintenance, activity
- Establishes protocols for data collection and entry to ensure consistency and to verify accuracy
- Establishes and maintains the highest standards of data integrity for all records using best practices
- Researches and proposes upgrades to increase the efficiency of the database system

Fundraising:

- Inputs gifts and pledges and processes all credit card transactions
- Produces and mails acknowledgement letters and pledge invoices
- Prepares analytical and statistical reports for the Development Department on a monthly basis
- Responds to data requests/reports for program area needs such as major gifts, annual fund and events
- Manages the online donation application for the school website
- Create ad hoc queries, exports and reports to respond to program area needs such as major gifts, annual fund and events
- Runs mailing lists for direct mail appeals and other fundraising communications
- Maintains donor filing system
- Identify business processes and other new opportunities to create a more effective and efficient Development operation

Constituent Communication:

- Organizes the constituents into pertinent groups and categories
- Recommends constituents to include in communications and prepares the mailing lists for distribution
- Establishes a procedure for inputting and tracking donations, pledges, invoices, tributes, affiliations, and correspondences

Skills and qualifications:

- Demonstrates full understanding of the capabilities and functions of relational databases
- Ability to prioritize a number of projects and synthesize information with accuracy and consistent attention to detail
- Ability to effectively present information in one-on-one and small group settings to a variety of constituencies
- Self-starter with excellent decision-making capabilities
- Projects a sense of calm, efficiency and competence within the office
- Possesses effective written and oral communication skills and organizational and interpersonal skills working within a team environment
- Possesses strong computer skills including working knowledge of MS Office Suite (Excel, Word)
- Excellent customer service skills

Education, Training, and Experience:

- Computer proficiency required
- 3 years of experience working with a non-profit database system for fundraising and prospect development
- Experience with Raiser's Edge software and Crystal reports

To apply for this position:

Please send resume and letter of interest by email to the attention of Rebecca Schultzberg, Director of Development, at developmentjobs@csw.org. No phone calls please.

Deadline for application:

Position will remain open until filled.

School Description:

The Cambridge School of Weston, founded in 1886, provides a progressive education that emphasizes deep learning, meaningful relationships and a dynamic program that inspires students to discover who they are and what their contribution is to their school, their community and the world. Located 12 miles from Boston, we are a day and boarding high school community of approximately 340 students. Our module system forms the basis of the educational program, allowing us to offer more than 300 classes. All classes meet for 75-to-90 minutes each day, taught over five-week modules. Our pedagogy advocates active, experiential learning within a curriculum designed to accommodate the interests and experiences of individual students. We welcome the perspectives of different ethnicities, races, classes, religions and sexual orientations that enhance our mutual understanding.

The Cambridge School of Weston does not discriminate on the basis of race, color, religious creed, retaliation, national origin, ancestry, sexual orientation, gender, gender identity/expression, disability, mental illness, genetics, choice of health insurance, marital status, age, veteran status, or any other basis prohibited under applicable law. We are an equal opportunity employer and we encourage candidates who will increase our diversity to apply.