



Job Announcement

Position: Database Manager and Advancement Assistant

Reports to: Director of Advancement

100% FTE, Preferred start date of July 1, 2019 or sooner

Located in the Presidio of San Francisco, The Bay School is an independent, college preparatory high school committed to providing its 375 students with a challenging, innovative curriculum and a collaborative, supportive community. Our flexible, open-minded staff and faculty members foster and model curiosity, critical thinking, intentionality, good humor and respect for diversity. As co-builders of a young high school, they contribute to an impactful community. Our campus also serves as headquarters for the CATDC (California Teacher Development Collaborative).

The Bay School does not discriminate on the basis of race, color, religion, gender identity, national origin, ancestry, sexual orientation, age, or any other characteristic protected by law. We are committed to having a faculty and staff and a student body that reflect the diversity of the Bay Area. We strongly encourage candidates of color to apply.

For more information about The Bay School, including Bay's official school profile that includes an overview of the campus and facilities, student body breakdown, academic highlights and college placements, and mindfulness, please visit our website at <https://www.bayschoolsf.org>.

Bay is seeking a Database Manager and Advancement Assistant who will have overall responsibility for the Raiser's Edge database and who will provide support to the Advancement team. This mission-aligned Manager reports to the Director of Advancement.

Responsibilities

- Manages and maintains Raiser's Edge database to ensure accurate, updated, and relevant information
- Promptly processes, records, and acknowledges all gifts, pledges and pledge payments
- Produces lists, queries and reports for tracking fundraising progress, reconciling with the Business Office, Annual Report lists, and mailing lists
- Provides support in prospect research, donor tracking, information management and reporting
- Stays informed of Raiser's Edge NXT functionality and best practices to guide process improvement
- Maintains guidelines and procedures for gift entry, coding, and acknowledgments
- Works with Annual Fund and Campaigns team in development and implementation (organization, training materials, producing and updating solicitation lists and reports, etc.)

- Supports planning and implementation of donor cultivation and stewardship events, including New Parent Dinner, Grandfriends Day, Senior Class Gift kick-off, Graduation, and Bay Splash
- Attends Development Committee meetings to serve as primary note taker
- In partnership with PGA, oversees Spiritwear sales and distribution
- Manages and maintains Development Google Drive
- Provides clerical support to the Advancement Office
- Performs other duties, as needed

The ideal candidate possesses:

- A Bachelor's degree
- 3+ years of experience in Development or other non-profit administrative function
- Knowledge of Blackbaud products preferred (Raiser's Edge, NXT, ResearchPoint) and Greater Giving auction software
- Proficiency with MS Office products, Google Suite, presentation software, and 21st century marketing tools, including social media (Photoshop and InDesign are a plus)
- Superior accuracy and attention to detail
- Strong problem-solving and organizational skills
- Excellent oral and written communication skills in English and, ideally, in a second language
- Uphold the highest standards of work including handling sensitive, confidential donor information
- Ability to meet deadlines independently and work collaboratively with colleagues
- Strong affinity for mission of The Bay School
- Cultural competency, i.e. the ability to work effectively and communicate authentically with a diverse population of students and their families
- Commitment to anti-bias work and to diversity, equity, and inclusion
- Abundant energy, optimism, and the ability to stay calm and focused in a busy, dynamic work environment filled with teenagers and a creative, collaborative team

Bay offers a salary commensurate with experience and a competitive benefits package. To apply, please send a cover letter stating your interest and highlights of your experience along with a resume to jobs@bayschoolsf.org. Candidates may be subject to background checks. Start date July 1, 2019 or sooner; consideration of candidates to begin immediately.