



## Development Database Manager

### Job Summary

The Development Database Manager is a full-time position providing technical and strategic leadership in the areas of fundraising systems, gift and biographical data entry, user support and training, reporting and data analysis, prospect research and database management. Reporting to the Director of Development and collaborating with the Development team, the Database Manager is tasked with supporting donor cultivation, recognition, and stewardship of all Harbor Day School donor constituents.

### Responsibilities

- Oversee Raiser's Edge database, and provide support for Blackbaud integrated and aligned fundraising tools, subscriptions, and services
- Ensure that gift and biographical data are entered consistently, accurately, and in accordance with IRS guidelines and the non-profit industry standards, the School's gift acceptance policies, and best practices
- Ensure that gift receipts and acknowledgment letters are produced accurately and in a timely manner
- Oversee the development and implementation of policies, procedures, and automated processes to ensure the efficient flow of data, smooth integration between systems, and the confidentiality and security of constituent information
- Oversee data stewardship, integrity, clean-up tasks, quality control checks, updates, and security for the fundraising database
- Produce, or assist with the production, of financial, analytical, and demographic reports as well as mailing lists, recognition lists, and other data extractions as requested
- Provide training for colleagues as appropriate
- Interface with senior school leadership ensuring the timely dissemination and sharing of information

### Minimum Qualifications

- Knowledge of Raiser's Edge highly preferred, other CRM software considered.
- Experience in the non-profit sector required, education industry, specifically independent schools experience, highly preferred.
- Adherence to the IRS regulations regarding charitable giving, principles and practices of nonprofit fundraising and marketing, gift entry and administration, donor stewardship, database administration, and records management.
- Ability to communicate effectively, with strong interpersonal skills and customer service orientation, contributing to a positive work environment.
- Demonstrate the use of logic and analysis to troubleshoot software problems, the ability to prioritize and manage multiple tasks, meet deadlines, and stay organized.

**Requirements**

- Bachelor's degree in arts/non-profit administration, business or related field.
- Minimum of three years' experience in systems and/or development operations including database management.

This position is full time with an anticipated start date of July 1, 2017. Interested applicants should direct submissions to Director of Development Olivia Baumgartner at [obaumgartner@harborday.org](mailto:obaumgartner@harborday.org) with the subject line: 'Last Name – Database Manager', accompanied by a cover letter and current resume. Applications will be considered on a rolling basis until the position is filled.

**Background**

Harbor Day School is a co-educational private independent k-8 school established in 1952. It is the first independent school in Orange County and provides an academically challenging, well-balanced education in a nurturing, family-centered environment. Our traditional, yet innovative, curriculum develops eager, confident learners who think creatively and work collaboratively. Developing self-reliance, building strong moral character, and encouraging social responsibility are hallmarks of a Harbor Day education.

*Harbor Day School does not discriminate on the basis of race, religion, color, sex, gender, national or ethnic origin, or sexual orientation.*