



The Mission of The Altamont School is to improve the fabric of society by graduating compassionate, educated individuals capable of independent thinking and innovative ideas. To this end, the school seeks to attract, nurture, and challenge students whose commitment to truth, knowledge, and honor will prepare them not only for the most rigorous college programs, but also for productive lives.

Database Manager Full Time Position

The Altamont School seeks a Database Manager to provide support for annual giving, capital campaigns, and special events. Reporting to the Director of Advancement, this person is responsible for ensuring the integrity of the Senior Systems Database for the Advancement Office.

Duties/Responsibilities:

- **Database Management:** Manage and oversee database usage
 - Implement data entry protocols and procedures, including consistent recording practices and updated contact information
 - Oversee switchover to new fiscal year
 - Reconcile with the Business Office on a quarterly basis
 - Serve as main contact with Senior Systems for Alumni/Development and facilitate training opportunities

- **Reports:** Produce queries, exports, and lists
 - Prospect management (LYBUNT, SYBUNT, pledge reports, major gift prospects, etc.)
 - Reports for monthly Board meetings
 - Annual Fund and Campaign updates
 - Data for annual National Association of Independent Schools DASL survey
 - Prospect identification reports/updates
 - Donor list for the Annual Report
 - Benchmarking reports with peer schools

- **Gift and Pledge Entry:** Daily entry of fundraising activity
 - Daily transmittal of gifts and pledges received
 - 48-hour or less gift acknowledgement
 - Accurate record keeping

- **Advancement Office Support:** Work with a team of five Advancement Colleagues
 - Participate in the planning and execution of Advancement Events
 - Organize and work with volunteers
 - Attend weekly departmental meetings



Qualifications

- Senior Systems or similar* database experience **required** (such as *Blackbaud)
- Proficiency with Microsoft Office, especially Excel, required
- Bachelor's degree required
- Three-years work experience in a fundraising environment preferred

Personal Traits

- Excellent interpersonal, time management, organizational, and analytical skills
- Ability to maintain confidentiality
- Attention to detail and commitment to accuracy essential
- Ability to work effectively in a team environment
- Familiarity with independent school environment helpful

To Apply, please email Charlotte Russ, Director of Advancement at cruss@altamontschool.org

- A cover letter describing your qualifications* (see above)
- Your resume
- Please use subject line: "Application for Database Manager"

The Altamont School maintains a long-standing policy of providing equal opportunity to all individuals. The School complies with all applicable laws regarding non-discrimination. The Altamont School offers a benefit package that includes salary, tax deferred annuity, health, dental, vision, disability, life insurance and supplemental insurance plans.