

Job Description: Database Manager and Events support
Full-time, non-exempt; reports to Director of Development
Begins November 1, 2016

Marin Country Day School is looking for a development team member with excellent social skills, who displays cultural competence, a focus on customer service, can maintain calm under pressure, and is an adaptable, flexible, and willing team player. Other important qualities include excellent verbal and written communication skills, high attention to detail and ability to multi-task in a fast paced, dynamic office and school environment. Experience with children, parents, volunteers and independent school culture is a bonus.

Our *Statement of Community and Inclusion** highlights our mission:

Our school is a community that

Inspires children to develop a love of learning, thoughtful perspectives and a diversity of skills;

Nurtures in each of them a deep sense of *respect, responsibility and compassion*; and

Challenges them to envision and to work toward a better world.

as well as proclaims, "Ours is a Community that would be uncomfortable without diversity and, therefore, has been intentional about creating and nurturing a diverse group of adults and children who share the core values of *respect, responsibility and compassion*. As such, to realize successfully our mission and values, each of us must actively help build and cultivate our multifaceted community by developing cultural competency."

Database Administrator (50%)

Serves as administrator of the Development Office *Raiser's Edge (RE)* database to execute the following responsibilities and other tasks as assigned

- Updates and tracks all constituent information in RE and manages system for returned mail.
- Executes all gift/pledge processing and acknowledgment functions for annual fund gifts, events and in-kind gifts in a timely manner
- Responsible for updating database with pertinent information regarding constituent volunteer and Parents Association roles, board committee membership and event attendance
- Regularly generates/designs reports and spreadsheets related to fundraising management and constituent relations, as requested by Director of Development and Head of School.
- Produces pledge reminders for annual, capital and endowment giving
- Database work including
 - Importing data from student database to Raiser's Edge
 - Producing Annual Report donor lists and creating a system for proofing
 - Participate on behalf of MCDS in fundraising surveys (ABADO, CASE and INDEX)
- Assumes primary responsibility for reconciliation with Business Office
 - Reconciles all fundraising income quarterly
 - Balances Development Office budget, capital, operating and endowment accounts as requested by Business Office including the end of fiscal year balancing
 - Creates reports as requested by Business Office for tax purposes (e.g., Form 990)
 - Processes and balances credit card and stock transactions for donations
 - Provides supporting documentation and spreadsheets for annual audit

Events support (50%)

Under the leadership of the Director of Events, works to plan and execute development/fundraising events as assigned

- Partners with parent volunteers to plan and manage events for MCDS community
 - Coordinate kick-off meetings, create event timelines, maintain event budgets and support volunteers with marketing, communication, event logistics, etc.
 - Act as liaison between parent volunteers and MCDS facilities, faculty/staff and administration as needed
 - Report status of events to Development Team for board reports
 - Recognizes volunteers in a timely and appropriate manner
- Assists with cultivation events and outreach plans for grandparents and alumni parents

General Development Office and School Responsibilities

- Maintains the Development Office filing and archiving systems
- Educates oneself regarding the philosophy and programs of the school
- Participates in Development Office activities such as goal setting and calendar planning, and other Office Team and school-wide activities as requested
- Assists with communicating via social media platforms

Qualifications:

Strong communication skills, both written and verbal.

Strong project and time management skills

Enjoys collaboration and working as part of a team

Fundraising or independent schools experience (preferred, not required)

Proficient in Microsoft Office (specifically Excel and PowerPoint)

Familiar with Google suite (Gmail, Google Docs, Calendars)

Familiar with Social Media platforms (Facebook, Instagram, LinkedIn and Snapchat)

Experience with database systems (Raiser's Edge preferred, not required)

MCDS is an equal opportunity employer and promotes the principles and practices of diversity and inclusion throughout the school community. Salary and benefits at high NAIS levels.

Web: www.mcds.org

Email: employment@mcds.org

Fax: 415.924.2224

Postal: Search /Development Database Manager, Marin Country Day School