

Position Announcement: Development Database Manager

The College Preparatory School of Oakland, California, seeks a Development Database Manager.

Founded in 1960, College Prep is an independent coeducational secondary school. Our Mission: *At College Prep we believe in the foundational importance of scholarship, the value of dialogue, and the need for academically curious young people to belong to a kind, creative, diverse, and joyful community. We challenge our students to engage deeply in learning, appreciate one another, and grow into adults who are intellectually adventurous, ethically sure-footed, and generous of heart and spirit.*

Position Summary

The Development Database Manager oversees the donor database, solicitations, gift processing, and acknowledgements. This position supports development activities that include occasional evening and weekend events.

Qualifications

- Experience with Raiser's Edge or comparable database, preferably in an educational setting
- Advanced Microsoft Office skills
- Demonstrated ability to manage multiple projects
- Budget reconciliation experience
- Knowledge of fundraising principles and practices
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Knowledge of Greater Giving, Constant Contact, Paperless Post, and other similar programs is a plus

The Development Database Manager reports to the Director of Advancement and works closely with the Director of Annual Giving, the Director of Alumni Relations, and the Business Office.

Key Responsibilities

Data Management 50%

- Comprehensive management of the Raiser's Edge donor database:
 - Data input
 - Constituent record-keeping
 - Report writing and analysis
 - Generating annual giving report lists

Gift Processing 35%

- Process gifts from individuals, corporations, and foundations
- Draft and produce gift acknowledgement letters
- Manage pledges
- Reconcile gifts with the Business Office

Development Office & Event Support 15%

- Coordinate fundraising and stewardship events
- Manage invitations and track event responses
- Create supporting materials, such as nametags, guest lists, etc.
- Record event participants in database
- Attend development and alumni events as needed
- General office support
- Other duties as assigned by the Director of Advancement

Compensation

This is a full-time non-exempt (hourly) position. Compensation is competitive and based on experience, and includes a generous benefit package. Faculty and staff enjoy sharing a prepared lunch every day.

Please send resume and letter of interest to:

Sara Sackner, Director of Advancement

Email address: jobs@college-prep.org

Please write your full name and “Development Database Manager” in the subject line. Do not send a fax or a paper copy. For more information about College Prep, please visit our website: college-prep.org.

College Prep, as an equal opportunity employer, does not discriminate in its hiring of employees on the basis of race, color, sex, sexual orientation, religion, creed, national origin, citizenship, marital or veteran status, age or disability. We actively seek diversity among faculty and administration as well as among students.