

Job Opening

Director of Donor Information and Data Services

Mullen High School is seeking to hire a Director of Donor Information and Data Services. This is a full-time position with eligibility to participate in Mullen's current benefits. The Director of Donor Information and Data Services is an integral part of the school. In collaboration with other stakeholders, He/She ensures accuracy and compliance of all Blackbaud users to maintain data integrity across systems. He/She administers all information and data for the development, communications and website efforts and facilitates the common use of information between the Finance, Development and Communications offices and is responsible for and provides research, reports and overall donor and community relations support for the school.

Primary Responsibilities

- Serve as Project Manager for the schoolwide Blackbaud/On Suite configuration, integration and transition.
- Initiate, facilitate and manage an internal Blackbaud users' group to ensure comprehensive interfacing with all related systems such as onBoard, onMessage, onCampus, onRecord, FE/NXT, and RENXT.
- Makes recommendation for improving quality and ensure data integrity and security.
- Provide overall database administration to ensure Raiser's Edge/RENXT supports the transactional and informational needs of the Development office.
- Serve as the liaison for the Finance office on processes, training and implementation of FE and FE/NXT to ensure all related functions are fully integrated.
- Provide strategies management, guidance, training, customization and serve as the liaison with Blackbaud and other third-party vendors and technical support for:
 - Raiser's Edge NXT
 - Financial Edge NXT
 - Net Community/onMessage
- Serve as the liaison for the Finance office on processes, training and implementation of FE and FE/NXT to ensure all related functions are fully integrated.
- Develop process standards to ensure the data entry, gift processing, tracking, reporting and acknowledgement of development related activities, programs and donations are performed according to department and school standards.
- Collaborate with SIS administrator to ensure accuracy, user rights and security group, all global changes/imports as well as maintaining and developing custom reports that may be required.
- Collaborates on website navigation issues and advises on web pages functions and strategies.

Additional Job Functions:

- In collaboration with the Devo/Comm team, strategize and facilitate annual fundraising activities and appeals Mullen to meet goals for engagement and revenue.
- Collaborates on stewardship, engagement and acknowledgement strategies that strengthen long-term relationships with the community.

Qualifications

- Bachelor's Degree, preferably in Business, Communications, Nonprofit Management or other related fields.
- Three years development experience, preferably with an independent secondary school, college or university.
- Proficient in Blackbaud K12 products specifically Raiser's Edge, EE, NetCommunities preference for other onSuite products.
- Certified in Blackbaud K-12 or ability to gain certification within a reasonable time.
- Strong written and verbal communication skills and demonstrated ability to write clearly and persuasively.
- Success will require an individual who performs well under pressure, is skilled at managing multiple projects simultaneously, and is adept at working collaboratively with multiple partners and stakeholders.
- Willingness to work some evenings and weekends.
- Strong organizational and time management skills.
- Commitment to strict confidentiality.
- Creativity and the ability to bring new ideas with thoughtfulness and enthusiasm, as well as a strong customer service orientation are essential attributes for this role.

Application Deadline: December 14, 2018
Submit cover letter, resume, and three references to hr@mullenhigh.com