



**Interim Data Systems Manager
Short Term Contract, Full Time
Start Date: Summer 2017**

Reports to: Director, Information Technology
Education: Post Secondary Education in Database Administration or Computer Science
Experience: 3+ years progressive experience in database management
Experience in an Independent School (an asset)
Experience in not for profit environment (an asset)
Fluent in Microsoft Office & Google Apps
Comfort in a Windows & Mac based environment
Comfort with Trevlac SIS, Blackbaud's "OnProducts", Raiser's Edge & Financial Edge
Working Conditions: School/Office Environment
Sitting at Computer (frequent)

St. Mildred's-Lightbourn School

Inspired Girls. Empowered Women. St. Mildred's-Lightbourn School (SMLS) is recognized as one of the premier independent schools in the country and brings a long history of educational excellence to girls from preschool to university entrance. For well over a century, SMLS has helped develop courageous girls who challenge and change the world.

Role Overview

*SMLS has an opening for a short term/contract opportunity for a **Data Systems Manager** to help with database analysis and review, ensuring continuity across multiple databases.*

The successful candidate is enthusiastic, articulate and a creative administrative professional who communicates with ease and confidence. You thrive working in a fast paced, team environment and while remaining calm under pressure. You are a critical thinker who demonstrates initiative, integrity and attention to detail. You are flexible and well organized and you ensure exceptional customer service to all stakeholders at all times.

Key Knowledge, Skills & Experience

We are seeking a dynamic, exemplary IT professional with the following key qualities and a willingness to continue to develop and grow as a professional:



- Overall system administration including performing server upgrades and patches to Blackbaud Raiser's Edge, Financial Edge and Trevlac SIS
- User support of all systems including Blackbaud Raiser's Edge, Financial Edge, Trevlac SIS, Blackbaud K12 "onProducts" etc.
- First point of contact for parent portal inquiries.
- Perform various data exports/imports on behalf of various SMLS stakeholders (including Finance, Advancement, Parent Association, etc)
- Provide new families with parent portal login information and provide assistance as needed
- Create and maintain all user accounts in Blackbaud's "onProducts" including user support inquiries.
- Manages "ConnectRE" demographic data bridge/integration from "onProducts" to Raiser's Edge and Financial Edge.
- Configure online scheduling software 'Pick-a-time' to facilitate Parent/Teacher interviews and providing support to parents as needed

Key Competencies

Embodies SMLS Values

Demonstrates and embodies Respect, Integrity, Innovation, Courage, and Commitment. Holds self and others accountable for living the Values. Contributes to building positive environment.

Exhibits Professionalism & Exemplary School Service

Demonstrates consistent professional maturity. Seeks information about the real underlying needs of the community member, beyond those expressed initially, and fulfills these needs. Gives service beyond the community member's expectations.

Engages in Continuous Learning and Improvement

Finds multiple opportunities to use new ideas, approaches, and knowledge to more effectively manage tasks and challenges within the organization. Evaluates projects and initiatives in light of what is possible and what is being done within other innovative organizations.

Develops Others

Gives specific positive and constructive feedback to others for developmental purposes, and reassures others after a setback. Contributes to a culture of coaching and feedback. Makes proactive training and developmental suggestions.



Demonstrates Flexibility, Resilience and Resourcefulness

Understands the financial implications of operating in a not-for-profit environment. Tenaciously identifies opportunities for the benefit of the School. Helps others to see the business opportunities based on financial information and contributes to cost management.

Teamwork - Actively Shares Information and Learning:

Ensures all members of the team are kept up-to-date about relevant and useful information, developments or trends. Is sensitive to the thoughts, feelings and concerns of other team members. Seeks opportunities to help others across the School.

St. Mildred's-Lightbourn School provides a competitive compensation package for staff members.

If you are interested in joining the School team and playing an integral role in the development of young women, please your cover letter and resume to jsmith@smls.on.ca by **Monday July 31st, 2017** indicating "Interim Data Systems Manager" in the subject line.

We appreciate and thank all applicants for your interest in SMLS, however, only those candidates invited for an interview will be contacted.

SMLS is an equal opportunity employer and we accommodate any needs under the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code.