

**Flintridge Preparatory School**  
**Office of External Affairs**  
**Advancement Database Administrator**

***Job Summary***

As part of Flintridge Preparatory School's External Affairs Office, the Advancement Database Administrator is a key member of a dedicated team engaged in the advancement efforts of Flintridge Prep through traditional fundraising, communications, special events, alumni and parent engagement.

The Database Administrator will ensure that industry best practices for gift recording and processes are followed. This position requires keen attention to detail, the ability to maintain professional discretion and confidentiality. In addition, the following are critical job functions: the ability to accurately update and maintain gift records; reconcile gift accounting reports; generate general data and mailing lists, including gift data and donor lists for the school's Annual Report; and prepare fundraising status reports. Experience with pivot tables and writing Crystal Reports is preferable. This position is responsible for overseeing the school's Raisers Edge (RE) database. Additional database responsibilities include overseeing the RE prospect management and ResearchPoint modules, providing back-up support for online engagement tools (currently iModules), online giving platforms (currently MobileCause) and auction software (currently BidPal). This person will work closely with the school's IT personnel, Admissions and Finance offices to ensure proper integration of data between multiple Blackbaud products (Education Edge, Finance Edge, etc.). In addition the position will ensure training is provided to colleagues for simple queries, list needs, etc.

The Database Administrator will have an affinity for data management, financial systems, and technology matched with an inquisitive disposition; be willing to work in a fast-paced office and pitch in when needed; be able to manage simultaneous priorities effectively; possess exceptional judgment and integrity; be a strategic database thinker capable of developing and implementing policies and procedures related to gift entry and gift reports. 3+ years of Raisers Edge experience is required as well as experience with security rights administration in Raisers Edge.

***Applicants:***

Candidates for this position are requested to forward a cover letter and resume to:

Lakshmi Dastur-Johnson  
Director of External Affairs  
Flintridge Preparatory School  
4543 Crown Avenue  
La Cañada Flintridge, CA 91011

[ldastur-johnson@flintridgeprep.org](mailto:ldastur-johnson@flintridgeprep.org)

### ***Essential Functions***

#### **The following are essential job accountabilities:**

- 1.** Oversees the gift entry process (including payroll deductions, multi-year pledges/payments, credit card, gift-in-kind donations, auction donations/sponsorships and stock gifts) in Raiser's Edge database, proofs gifts to ensure accuracy, correct designations; maintains up-to-date communication with staff regarding new gifts and/or any changes.
- 2.** Sets up appropriate fund types and campaign information in Raiser's Edge.
- 3.** Tracks appeal data in Raiser's Edge.
- 4.** Responsible for running/preparing monthly gift reports, statistical demographic reports, etc.; assists with data and list production for Prep's Annual Report; prepares NAIS and VSE Surveys reports.
- 5.** Works closely with Annual Giving Office to generate solicitation segments/lists/queries, assists with gift acknowledgements, pledge tracking and participation calculations.
- 6.** Oversees gift/pledge reconciliation with the Finance Office (between Raiser's Edge and Financial Edge). Works closely with the Finance Office and auditors to establish and maintain best practices, ensuring proper documentation to support gifts is in place.
- 7.** Produces pledge reminders and pledge adjustments.
- 8.** Follows up regarding on-line gifts, forms and web-based requests.
- 9.** Assists in developing on-line event registration and giving forms; helps integrate events tracking, prospect management modules in Raiser's Edge.
- 10.** Works with various offices to provide mailing lists, email lists, contact lists, invitations lists and solicitation lists.
- 11.** Routinely updates constituent information in Raiser's Edge.
- 12.** Conducts ResearchPoint Screenings to assist with development and admissions research.
- 13.** Assists with data entry of new information into the database, including one time projects and/or annual data maintenance (new enrollment information, reunion/class note information, coding recent graduates as alumni, current parents as past parents, etc.; annual fund pledge write-offs.)
- 14.** Performs other duties as assigned or requested (i.e. event support/attendance).