



## Crescent School

Founded in 1913, Crescent is an independent school for boys from grades 3 - 12, located on a park-like 30 acre campus in midtown Toronto. Our students are encouraged to strive for excellence, and to develop their talents in the areas of academics, arts and athletics. Faculty and staff alike model Crescent's core values of respect, responsibility, compassion and honesty as we foster the development of our graduates to men of character from boys of promise.

*We invite applications for the following position to start in August, 2016:*

### **Advancement Services & Database Coordinator**

Reporting to the Director of Advancement, the Advancement Services & Database Coordinator is responsible for ensuring the quality of Crescent School's Advancement database and the friend- and fund-raising research extracted from that database. The successful candidate will be a quick learner and team player with strong computer skills, the ability to analyze data and financial information and an interest in the technological side of business. We require a strategic thinker who can generate new and innovative ideas of how to streamline processes for better efficiency while coordinating the day to day administration of the Advancement Office's database and receipting of gifts.

#### **Responsibilities:**

- Maintaining and updating all constituent information within Raiser's Edge
- Producing complex queries and exports in support of various Advancement, Alumni, Finance and Admissions activities; recommending procedures and solutions for accuracy, integrity and efficiency of the database program
- Recording all gift intentions and gift entries in Raiser's Edge and preparing and mailing all gift receipts and reminders to constituents on a timely basis
- Liaising with Finance to produce projections, reports, and documentation as requested, including the annual audits of Crescent School and The Crescent School Foundation
- Preparing data reports for the purposes of analysis – both fundraising and financial, and merges for Crescent's direct mail, invitations and communication pieces
- Reporting on financial progress of all campaigns
- Providing Raiser's Edge support and advice to the Advancement Team

#### **Requirements:**

- 2 years' experience with Raiser's Edge 7 software coupled with excellent Excel and database management skills; Blackbaud certification would be an asset
- University or College Degree plus experience in the institutional advancement field or equivalent
- Understanding of HTML and an on-line constituent database an asset
- Experience with financial and data analysis including knowledge of CRA rules and regulations
- Excellent interpersonal skills and a service orientation, ability to work in a team environment
- Ability to organize and prioritize work, deal with interruptions, spontaneous requests and manage several tasks simultaneously
- Demonstrated tact, diplomacy and discretion
- Excellent verbal and written communication skills
- Proactive resourcefulness, flexibility, the ability to problem-solve and work under pressure

Crescent School offers a first-rate working environment and a competitive compensation and benefits package. If you are an energetic self-starter excited by the opportunity to make a difference in a supportive, performance driven culture, please apply online at [crescent.simplication.com](http://crescent.simplication.com) by creating a "Support" account and uploading your letter of application and resume by **May 30, 2016**.

**Accommodation for job applicants with disabilities is available upon request.**

*For further information about Crescent School please visit our website at [www.crescentschool.org](http://www.crescentschool.org). We are actively engaged in building a more diverse school and encourage all qualified applicants to apply. We thank all candidates in advance; only those being offered an interview will be contacted. No phone calls please.*