

Database Manager

Maret is a vibrant K-12, coeducational, independent school in Washington, DC and enrolls 650 students. Maret is a mission-driven school that ignites our students' potential and builds community that is equitable and inclusive.

Position summary:

Maret is currently seeking a personable and skilled database professional to be an integral member of the Development Office and Technology Department. Reporting to the Director of Technology and working closely with the Director of Development, the position will support the overall fundraising and data management efforts of the school.

Essential Duties and Responsibilities:

- Serve as the lead database manager for the Development Office
- Serve as an integral member of the Development team to strategically advance the school's fundraising efforts through the effective use and maintenance of the database
- Design Development queries and generate reports for internal and external use
- Oversee gift processing procedures, letter production and other projects as assigned
- Help oversee data related work for wealth screening, prospect research, and tracking
- Oversee the maintenance of all Development database records (parents/guardians, alumni, parents of alumni, grandparents, corporations, foundations, community leaders, government officials and other constituents as needed) on an ongoing basis
- Oversee development data integrity checks to ensure that data is accurate, complete, and captured in a consistent manner
- Work with the Communications Office on database related functions and interface with our website as applicable
- Work with other administrative departments and school operations teams as needed
- Conceptualize, develop, and deploy data integration solutions to support business goals
- Effectively utilize business applications such as word processing, spreadsheets, or other software programs to capture, retrieve, calculate and report data
- Use quantitative analysis tools to assemble, analyze, and draw conclusions from data
- Work closely with the Director of Technology and Information on special projects that support the effective development, implementation, and utilization of the school's information systems
- Provide database training and support both informally and formally
- Document and maintain procedures, workflows, processes, and complex functions
- Stay at the forefront of best practices and procedures for database management and development services to ensure the appropriate level of leadership and support

The ideal candidate will possess the following:

- Experience working with an enterprise level database - student information system is preferred, Veracross is a plus
- Outstanding attention to detail and organizational skills with demonstrated ability to perform complex work carefully and accurately
- Demonstrated ability to learn new technologies rapidly and an enthusiasm for doing so

- Fluency with database design, SQL, and APIs is a plus
- Strong analytical skills and ability to synthesize complex material, generate insights, and translate that information in a concise manner
- Demonstrated ability to manage time effectively and meet deadlines
- Commitment to equity and inclusion
- Demonstrated ability to work as an effective team member
- A friendly, flexible, and open demeanor and genuine enthusiasm for support and training
- Demonstrated professionalism and ethical standards for handling confidential information
- Experience managing a fundraising database
- Experience working in a school environment or non-profit organization

If this description speaks to you and you love working in a fast-paced and rewarding community, please send a cover letter and resume **BY EMAIL ONLY** to **employment@maret.org**.