

Database Manager

About Maret:

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
- Oversee all Development database related procedures, functions, records, analytics, and data integrity
- Perform the more complex Development database functions and provide support and guidance to all members of the staff who use the database
- Work with other administrative departments and school operations teams as needed
- Conceptualize, develop, and deploy data integration solutions to support business goals
- Use quantitative analysis tools to assemble, analyze, and draw conclusions from data
- 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
- 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
- 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
- Demonstrated professionalism and ethical standards for handling confidential information

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.