



## Charles Wright Academy

7723 Chambers Creek Road West  
Tacoma, WA 98467-2099  
253/620-8300  
www.charleswright.org

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### Advancement Database Manager

**Posting Date:** April 20, 2016  
**Application Deadline:** Open Until Filled  
**Start Date:** To Be Determined

Charles Wright Academy is an independent coeducational day school offering a broad curriculum in the liberal arts. Founded in 1957, the school enrolls 660 students in grades junior kindergarten through twelve. We are located in a suburban neighborhood southwest of Tacoma, approximately one mile from Puget Sound and within the shadow of Mt. Rainier.

*Our mission is to provide a rigorous and dynamic liberal arts education built on the principles of excellence and compassion. Within an inclusive and globally aware learning community, we foster self-reliance, integrity, social responsibility, and humor, inspiring our students to discover within themselves the courage to achieve their personal best in mind, body, and spirit.*

#### Summary:

This is a full-time staff appointment. Providing oversight of the school's primary advancement databases, this position manages and supervises all aspects of donor database input, maintenance, creation of codes, reporting, research, database integrity and gift processing.

#### Responsibilities:

- Maintain an efficient database and operation, ensuring database supports all advancement operations; manage all codes and tables
- Oversee and audit all input of data, conduct all global changes and/or data imports
- Provide custom and standard reports for internal clients, working with consultants/database support as necessary
- Develop query and export requests for marketing, newsletters, appeals, invitations, labels, Annual Report, donor research, stewardship, alumni relations, etc.
- Maintain comprehensive, accurate, and timely systems for development research and reporting to support fundraising objectives, including data mining for prospect identification
- Identify research and profile individual major donors, foundations, corporations and prospects
- Ensure database integrity by conducting weekly/monthly audits of data to confirm use and accuracy of entry processes
- Maintain users and security settings for the system
- Produce verified month and year-end financial and fundraising reports
- Reconcile gift data with finance deposits at month and year-end
- Liaison to service vendors, i.e. Blackbaud, Accurint, Network Merchant, Diamond Mind, etc. as well as our own IT department regarding issues and upgrades
- Process daily gifts; generate, prepare for signature, and send out all receipt letters
- Assist in the creation of appropriate stewardship; write and mail pledge reminders each month
- Provide general assistance to other users, including developing and delivering targeted training; ensure process documentation is current and accessible and assist with special events as needed

**Qualifications:**

The successful candidate will have earned a bachelor's degree and demonstrate three years database experience; Raiser's Edge and Crystal Reports preferred. Experience in database management and proficiency in Microsoft Office software is also necessary. Candidate's experience should demonstrate evidence of successfully managing multiple projects/processes, working well in a team environment and maintaining a positive customer service attitude at all times with a wide range of constituencies. Excellent organizational and communication skills as well as the ability to handle details and confidential materials are essential.

**Salary/Benefits:**

Competitive and dependent upon background, and breadth of experience.

**Application Process:**

Interested candidates should send:

- 1) a resume
- 2) a letter of interest referencing the source code of where you first learned of the position  
(Source Code: SW for the CWA website, SP for NWAIS, SCL for Craigslist) to:

Email: **humanresources@charleswright.org**

Mail: Attention Office of Human Resources at address above.

In-person application: Follow campus signs to "Upper School", using Upper School visitor parking. The Office of Human Resources is open Monday through Friday, 8:00 am – 4:30 pm.

No phone calls, please.

Charles Wright Academy is an Equal Opportunity Employer: M/F/V/D.