



As a Catholic parish school, Assumption-St. Brigid School has the unique responsibility to proclaim the Good News of Jesus through the education of children in the Catholic tradition in a school that strives to be accessible and affordable to all who desire this education. While maintaining high educational standards, the school creates learning opportunities that support parents as the primary educators of their children; build a faith community; develop ethical and moral thinking; provide service to the entire community; and address the ways in which children learn.

Position Title: Advancement Database Coordinator (*20 hours per week*)

Reports to: Director of Advancement

Assumption-St. Brigid School, a Catholic parish school, is seeking an Advancement Database Coordinator. The Advancement Database Coordinator reports to the Director of Advancement and to the Principal. They assure all donations are properly recorded, processed, and acknowledged, maintain the Raiser's Edge database to be accurate and up-to-date, and assist the Director of Advancement with prospect research. The Advancement Database Coordinator will generate progress reports as needed and work closely with the Finance Manager to ensure accurate bookkeeping.

Key Responsibilities (including but not limited to, under Principal and Director of Advancement direction):

Fundraising and Donor Relations:

- Manages all aspects of gift entry, acknowledgment, and reporting for all fundraising campaigns, including the Annual Fund, Auction, Capital Campaign, and Walk-a-Thon.
- Ensures proper reconciliation of gift records with the Finance Manager.
- Updates records within Raiser's Edge throughout the year, including donations, new family information, volunteer commitments, updating graduating students and families, and event attendance.
- Supports the Auction through work in Greater Giving; creating and sending reports, reconciling sales and payments with the Finance Manager, and general package and supporter maintenance.
- Utilizes various tools and resources to research potential and current donors, assessing giving potential and affinity towards the school.
- Generates mailing and email lists for advancement communications, including the Annual Report, solicitations, postcards, and mailers.

Database Management and Reporting:

- Develops and manipulates reports and queries for data analysis by the Director of Advancement.
- Serves as the primary point person for the Raiser's Edge database, ensuring its effective use for fundraising and communications.
- Actively creates a procedure manual for the Raiser's Edge database
- Maintains confidentiality and integrity of all data in the donor databases in compliance with organizational policies and procedures.

Task Break-Down

- Database Management – Blackbaud – 50%



- Disbursements – 25%
- Communications – 15%
- Other tasks as assigned – 10%

Additional Responsibilities:

- Customer service and day-of support for advancement events as needed.
- Other duties as assigned.

Qualifications:

- Proven database experience, ability to initiate learning and incorporate new technology as needed
- Highly proficient in MS Office Suite, especially Excel
- High attention to detail and ability to work confidently within data
- Exceptional interpersonal, written, and oral communication skills
- Ability to work independently and as a part of a team
- High school diploma required
- Raiser's Edge experience preferred
- Associate's Degree preferred