

Advancement Services - Data Management

Job Summary: The Advancement Services - Data Management position is an integral position in the Advancement Office responsible for the accurate input of donor and constituent information. This individual must provide excellent customer service to donors while managing, maintaining, and improving donor information processes.

Responsibilities:

- Share in the timely maintenance of all donor records in Raiser's Edge database
- Work closely with Advancement Office staff to efficiently provide needed services from Data Team including reports and analysis from Raiser's Edge and Renweb
- Coordinate and help prepare school data for solicitations including address updates, attributes, and mailing labels
- Advance current families and students to alumni in the database
- Process and acknowledge gifts in a timely manner
- Ensure all contacts with donors are accurate and timely, including coordinating with third party contractor(s) on items such as building mailing lists and proofing materials
- Coordinate and conduct donor research (ie. Wealth screening via Research Point)
- Assist in donor cultivation and stewardship events as needed
- Serve as the Advancement Team expert on the NXT donor platform
- Coordinate donations and acknowledgements for the annual Hornet Scramble golf tournament
- Assist with the Silent Auction for the annual Legacy Gala (data entry, certificates, and acknowledgments)
- Work closely with Advancement Associate – Athletics to ensure the accurate recording of donations to the Athletic Department
- Other duties as assigned

Qualifications:

- Three to five years of comparable experience working with relational databases, preference given to Blackbaud Raiser's Edge
- Proficiency with Microsoft Office suite especially Excel
- Must be highly organized, accurate and detail oriented with ability to analyze complex data
- Bachelor's degree from an accredited college or university
- Possess demonstrated understanding of the Catholic Church culture
- Positive personality with the ability to work with diverse groups of people in an atmosphere of collaboration and service

Employment Parameters:

- This is a twelve month hourly position
- Work day is typically 7:30am – 4:00pm (exceptions will occur when events are in place)