

**Bishop Moore Catholic High School
Orlando, FL**

Data Management Assistant

Job Summary: The Data Management Assistant 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
- Assist in the coordination and implementation of technical, hardware, software, website and server administration as it relates to Raiser's Edge
- Coordinate and help prepare school data for solicitations
- 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
- Create and run queries and reports, the building and sending of electronic files and the working with third party contractor(s) on all direct mail projects for the campaigns
- Prepare electronic files and send to third party contractor(s) to generate acknowledgment letters, payment coupons and confirmation letters for all campaign gifts received each week, and for all continuation and redemption processes for the campaigns
- Coordinate and conduct donor research
- Assist in donor cultivation and stewardship events as needed
- 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 Excel & Microsoft Access software
- 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 ten month hourly position
- Work day is 7:00am – 3:30pm (exceptions will occur when events are in place)