

**Flintridge Sacred Heart Academy  
Advancement Database Manager**

Flintridge Sacred Heart Academy is a Catholic, Dominican, independent, college-preparatory day and boarding school whose mission is to educate young women for a life of faith, integrity and truth. We are currently seeking an energetic and creative Database Manager to join our Advancement Team. Reporting to the Director of Advancement, the Database Manager is responsible for the research and systems that support all of Flintridge Sacred Heart Academy's fundraising efforts using such programs as Raiser's Edge and Greater Giving (event software database). The Database Manager is responsible for accurately processing and acknowledging all gifts and supporting the Advancement team's data and reporting needs. He/she will ensure that records are well-maintained and up-to-date, and will collaborate with members of Advancement to identify ways they can most effectively use the database to support their role. Successful candidates will be exceedingly detailed-oriented and meticulous in providing clean and accurate data reports.

**Primary Duties and Responsibilities:**

- Maintain Advancement Database – work in Raiser's Edge database to maintain system and ensure that all donor and constituent records are up-to-date
- Gift/Pledge Processing – oversee gift entry and management of all charitable, planned gifts, pledges and pledge payments to FSHA in accordance with IRS standards and FSHA's gift acceptance policy
- Donor Stewardship and Recognition - generate gift acknowledgment letters and ensure that donors are acknowledged using timely, effective and consistent methods
- Prospect Research – assist in the coordination of prospect research and updating the prospect database
- Systems Integration and Configuration – responsible for the administration of Raiser's Edge with other database systems and payment processing platforms; during Golf and Gala season, support Special Events Manager by overseeing Greater Giving event database and migrating data to Raiser's Edge for weekly reports
- Data Output, Mailing Lists and Direct Mail Coordination – design and implement database queries in response to requests for information providing timely and accurate records, reports and lists (mailing lists and labels, volunteer call sheets, donor lists, etc.)
- Reporting, Analysis and Revenue Reconciliation – responsible for ongoing monthly and year-end revenue reconciliations and audit requests with the Business Office; produce financial, statistical and demographic reports
- Serve as FSHA's expert go-to person for the advancement database, including providing training for volunteers, new employees, etc. and assisting others in the Advancement Office in their use of Raiser's Edge and/or Greater Giving
- Manage utilization and create online framework of Greater Giving event software and other software to support Advancement events and programs (event sales, registration, processing and stewarding all monetary gifts to the event)

- **Additional responsibilities are required**

**Requirements:**

- Bachelor's Degree preferred
- 2-3 years of professional work experience required, development/fundraising experience preferred
- Advanced knowledge and experience with Raiser's Edge software preferred, database management software required
- Knowledge of Greater Giving preferred
- Excellent attention to detail and strong organizational skills
- Exceptional verbal and written communication skills
- Discretion while working with confidential and sensitive information
- Available for occasional night and weekend events
- Advanced working knowledge of Microsoft Office products
- Understanding of principles and strategies of philanthropy and non-profit accounting basics
- Demonstrated ability to work within a time-sensitive, highly participatory and collaborative environment with strong team orientation

Flintridge Sacred Heart Academy offers a rich, nurturing environment, competitive salary and benefits, and a chance to make a difference in this important position. To find out more about us, visit our website at [www.fsha.org](http://www.fsha.org). Ideal candidates must be willing to work weeknight and weekend events as needed. If this sounds like the career move you've been looking for, please send your cover letter and resume to [humanresources@fsha.org](mailto:humanresources@fsha.org). Please put the job title in the subject line.

*Flintridge Sacred Heart Academy is an equal opportunity employer. We encourage minorities, females, disabled and qualified veterans to apply. We evaluate all applicants without unlawful consideration of race, color, age, religion, gender, marital status, disability, veteran status or any other characteristic protected by applicable law.*