

## **Advancement Database Manager April 2020**

St. Stephen's Episcopal School, a day and boarding school of 688 students (grades 6-12), is seeking an Advancement Database Manager for a full-time position beginning in April 2020.

The Advancement Database Manager is responsible for timely, accurate and efficient processing of donations including acknowledgment letters and receipts in accordance with IRS standards and St. Stephen's Gift Acceptance Policy; identifying ongoing opportunities to create and improve processes in support of the strategic goals of the Advancement team; maintaining and expanding Policy and Procedure documentation; managing yearly database additions and transitions (new families, student to alumni, current parent to former parent, etc); improve and maintain the overall integrity of the Raiser's Edge database; generate advancement, financial and NAIS survey reports; reconciliation between the advancement and finance teams including audit support; creating mail and email lists; supporting advancement and parent association events.

Qualified candidates will have have a minimum of three years of experience managing a database in a school or nonprofit environment; intermediate Excel, Word and Powerpoint skills; an understanding of relational databases (Raiser's Edge experience is a plus); basic knowledge of (or the ability to learn) Crystal Reports; excellent oral and written communication skills; strategic approach to problem-solving; the ability to work independently and take initiative. A Bachelor's degree is preferred, but experience may be substituted for the right candidate.

St. Stephen's has a longstanding commitment to being an inclusive community. For the 2019–20 school year, students of color represent 30 percent of the Upper School student population (50 percent when including international students), and 30 percent of the Middle School population.

Equal access to employment, programs and services is available to all. With respect to its employment practices, St. Stephen's Episcopal School does not discriminate on the basis of race, religion, gender, national origin, disability, or sexual orientation or identity.

Qualified candidates should submit their resume and a letter of interest addressing their qualifications for this role at [st-stephens-episcopal-school.checkwritersrecruit.com](http://st-stephens-episcopal-school.checkwritersrecruit.com).