STEWARDSHIP AND DATABASE MANAGER - FULL-TIME

Department: Office of Institutional Advancement
Reports to: Vice President of Development
Date: February 2020

Job Summary:

Reporting to the Vice President of Development, the Stewardship & Database Manager is responsible for the Blackbaud system database management including the processing of all donations and update of constituent information for Saint Viator High School. He/she works in an important financial role to ensure all donations are accurately recorded and reported. Of equal importance is this person's focus on donor relations, making sure each donor engagement is a positive experience. Ownership of the database and stewardship of the school's generous benefactors is the key to our long-term success.

This individual must work effectively with the Business Office personnel, parent-led school club organizations, athletic department staff, and other Saint Viator support groups to ensure donation processing requirements are met.

Essential Functions & Responsibilities:

**Donations:** Works closely with the Vice President of Development on all donation processing and reporting activity.

- Record all donations and pledges in Raiser's Edge. Gift types include cash, credit card, stock transfer, pledges, matching gift and in-kind donations. Donation processing includes gifts received through school departments and parent-lead clubs and obtained through on-line donations via the school's Blackbaud application.
- Generate all donation related correspondence for gifts received through the Development Office. Includes thank you/tax letters as well as pledge payment reminders.
- Annually each January produce tax statements to be mailed out to benefactors highlighting their donation history from the previous calendar year.
- Generate mailing lists for appeals, Development team, and related Advancement Office events and capital campaigns as requested.

**Raiser's Edge Database Integrity:** Responsible for ensuring constituent record integrity is maintained through proper constituent record entry in the Raiser's Edge donor database and integration of Education Edge current family updates provided by the database management Assistant Director of Recruitment, updating donor records with new information and making corrections in a timely manner. He/she will also maintain passwords and other access protocols for the Raiser's Edge Database.

**Development Team & Parent-lead Club Events:**

- Generate event invitation mailing lists, developing the appropriate constituent segmentation Raiser's Edge query as requested by the Vice President of Development, Director of Development, Alumni Relations Manager or other Development Team members.
- Maintain Raiser's Edge Events module, adding participants and sponsors, pledges and payments.
• Work with the Director of Development to enter donations into Raisers Edge, and enter constituent donations information into Raisers Edge. Load all participants from the events into Raiser’s Edge, adding new donors, and updating existing donors’ contact information.

• Manage all aspects of event-related software (i.e. OneCause) for each event.

• Process all school fundraising and alumni event registrations and donations through the Blackbaud online portal and download into Raiser’s Edge.

• Collaborating very closely with the school’s Campus Ministry Department, captain the annual Grandparents’ Mass. Responsibilities include working with the communications team to publicize to current grandparents, setting up and tracking registration, and overseeing the post – Mass reception.

• Provide on-site support at Development Team fundraising, alumni & recruitment key events.

**Tuition Assistance Matching Program**

• Working closely with the Business Office and Tuition Assistance Committee, record each student that is receiving tuition assistance for that academic year. Students will then be matched to a tuition assistance benefactor.

• Manage the process of each tuition assistance recipient writing a letter to their assigned tuition assistance benefactor each year.

• Produce endowment reports as needed for investors who have a named scholarship.

**Report Generation:**

**Donations and Financial Reports**

• Generate deposit reports, copy all checks, and deliver all monies and credit card donations to the Business Office.

• Process all events credit card statements, and generate event financial reports for Business Office.

• Generate monthly payment processing reports for the Business Office.

• Conduct monthly reconciliation of GL accounts with Raiser’s Edge for the Business Office.

• Generate standardized monthly Raisers Edge financial reports for the Vice President of Development.

• Generate fundraising event reports for parent-lead clubs as required.

• Provide event participant reports and mailing lists as requested.

• Generate other development related reports as directed by the Vice President of Development or Director of Development.

**Major Gift Prospect Reports**

• Utilizing prospect research tools, update constituent records on an annual basis with latest wealth information.

• Collaborating with the Development Team, produce major gift prospect reports in preparation for cultivation and solicitation of major gifts.

**Capital Campaign**

• Manage all data input and gift entry with the school’s capital campaign.

• Produce reports as requested by the development team or campaign consultant.

**Annual Report Generation & The Viator Foundation Recognition Wall Annual Update:** Work in conjunction with the Advancement Office team to ensure all donor information is accurately depicted in the Annual Report and displayed on The Viator Foundation recognition wall.

• Create Annual Report investor pages, generating donor giving society level lists according to specified layout requirements annually in August. This list will also be utilized to update The Viator Foundation recognition wall on an annual basis.

• Review the final Annual Report proof to ensure donor information accuracy.

• Collaboration with the Director of Marketing & Communications is key to an accurate and timely annual report.

• Generate the Annual Report mailing list.
Additional Responsibilities
- Work very closely with the Enrollment Team and members of the Principal's office to maintain the accuracy of the Raiser's Edge and Blackbaud Core systems.
- Additional projects as assigned by the Vice President of Development that enhance the Development Team's productivity.

Essential Skills and Experience:
- BA or BS: with at least 3-5 years of professional experience in development donations processing and database management.
- Computer proficiency must include for applicant consideration:
  - 3-5 years of experience with Blackbaud Raiser’s Edge development software preferred
  - Advanced skills in MS Office Excel and Word applications

Personal Characteristics:
- A person of faith
- Positive, collaborative team player, responsive to and respectful of others
- Assumes ownership and accountability for projects and commitments
- Trustworthy
- Professional, acting with integrity in all situations
- Detail-oriented and deadline-oriented
- Able to maintain confidentiality
- Able to multi-task and work in high-stress environment
- Able to work evenings and weekends to support events as required

To apply, please submit a cover letter, resume, and three professional references to Vice President of Development, Tom Ramsden, at tramsden@saintviator.com by Friday, February 21, 2020.