



For Faith, Scholarship and Community

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## MARQUETTE UNIVERSITY HIGH SCHOOL

**Job Title:** Database Coordinator for Development

**Job Start Date:**

**Application Closing Date:** until filled

**FLSA Status:** Hourly

### SUMMARY OF THE POSITION:

To provide database and administrative support for the Development Office in fulfilling the goals and objectives of MUHS.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### 1. Data Base Management:

- Process gifts and record pledges, generate appropriate acknowledgement letters, manage matching gifts, stock gifts, write-offs, monthly employee gifts, electronic fund transfers and online gifts.
- Assist with database updates, clean-up and other efforts as needed.
- Provide support in generating donor reports as well as other reports as requested.
- Assist with event gift entry and registrations and generate appropriate acknowledgement letters as requested.
- Run queries, reports and mailing lists as requested.
- Generate monthly pledge reminders and memorial notifications to families.

#### 2. General Administration:

- Administrative support for events to include, but not limited to, mailings, generating on-line registration forms, reservations, nametags, inquiries and correspondence.
- Prepare correspondence, and other administrative services as assigned.
- Inventory, order and print all support collateral needed for mailings.
- Manage and coordinate mailings.
- Welcome and provide assistance to anyone calling or visiting the Development Office.

**QUALIFICATIONS:**

- 1-3 years of database software experience required. (Experience with Raiser's Edge and One Cause is a plus.)
- Administrative experience in a professional environment utilizing Microsoft Word, Excel, Publisher, and Outlook. (Knowledge of Photoshop and/or Illustrator is a plus.)
- Organizational ability to coordinate assignments.
- Ability to communicate effectively to promote development efforts.
- Proofreading ability and knowledge of grammar, spelling and punctuation a must.
- Very organized with great attention to detail.

**SUPERVISION RECEIVED:**

Supervised by the Vice President of Development.

**TERMS OF EMPLOYMENT:**

Ability to work occasional nights and weekends for events

**WORKING ENVIRONMENT:**

This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

***How to apply:*** If you are interested, please email your cover letter and resume to Sara Christensen, Human Resources Manager, at [christensen@muhs.edu](mailto:christensen@muhs.edu)