

Jesuit High School is now accepting applications for:

**Database Manager/Development Assistant**

**Our Mission Statement:** Jesuit High School, in its mission as a Catholic, Jesuit, college preparatory school, labors to form men engaged in the world who are dedicated to serving God by being open to growth, intellectually competent, religious, loving and just.

**Job Outline:** The Database Manager/Development Assistant serves as the overall manager of the Raiser’s Edge (RE) database, ensuring constituent records are entered and updated properly with accurate giving history and personal information. This full-time position reports to the Director of Development and provides administrative support to the Director of Development and general office support. Some nights and weekends are required.

**Database:**

* Verify all data is entered properly and generate reports as needed.
* Coordinate data flow between school and business office, including RE Connect functionality.
* Make changes to constituent records (addresses, marriages, births, deaths, etc.) upon receipt.
* Manage and update constituent attributes.
* Create and manage events in RE.
* Annually update constituent records for graduates, parents, and new students.
* Create and maintain database policy and procedures.
* Oversee training and supervision of Gift Processor and serve as back-up.
* Reconcile all gifts monthly using RE Reports and budget sheets provided by Finance.
* Manage returned mail process.
* Conduct periodic data health maintenance and database projects as needed.

**Development Support:**

* Review capital campaign pledges monthly and send reminders as needed.
* Generate Notes of Achievement as needed.
* Coordinate weekly staff meeting and record minutes.
* Initiate purchase and facility requisitions as needed for the Development department.
* Reconcile the Development credit card statement monthly.
* Retrieve mail and messages for the Director of Development.
* Assist in other development activities and events as needed.
* Provide staff with administrative support as needed, including mailings, production of name badges, etc.
* Manage bulk mail account.
* Order office supplies for department as needed.
* Other duties as assigned.

**Requirements:**

* Proficient with Raiser’s Edge and Microsoft Office.
* Knowledge of general accounting principles and business communications.
* Strong written and verbal communications skills with internal and external constituents.
* Excellent organization and information management skills, including strong attention to detail.

**Expected Start Date:** July 1, 2021

**To Apply:** In order to be considered for this position, you must apply online at <https://jesuittampa.applicantstack.com/x/detail/a287q28dlqaj>.Direct any questions you may have to [employment@jesuittampa.org](mailto:employment@jesuittampa.org).

*Founded in 1899, Jesuit High School is a private, Catholic school for boys grades 9-12.*