

**Job Posting for the 2018 – 2019 & 2019 – 2020 Academic Years:
Development Operations & Database Coordinator**

Andrean High School is a Roman Catholic, co-educational high school, sponsored by the Diocese of Gary, Indiana, located in Northwest Indiana. Founded in 1959, Andrean has an enrollment of 415 students with a strong diverse student population. Andrean High School is an A-Rated School, and fully accredited by the North Central Association Commission on Accreditation and School Improvement Department of AdvancED.

School Mission: 59ers transform the world in positive, prophetic ways through faith, learning, leadership, and service.

Position Opening: Development Operations & Database Coordinator (Full-time)

Contact: Liz Metts, Director of Development

Email: lmetts@andreanhs.com

Phone: 219-887-5959 ext. 294

Process: **Application materials should be sent to:**
Andrean High School, c/o Liz Metts, Director of Development, 5959 Broadway, Merrillville, IN 46410, or to:
lmetts@andreanhs.com

Application materials should include the following:

- Cover letter and resume
- Contact information for three Professional References
- Copy of your transcripts and any certifications

Qualifications: Applicants must have the following:

- **Degree and Experience requirements:**
 - A minimum of five years of development experience, preferably with Catholic High School or non-for-profit organization;
 - Exemplary organizational, leadership and verbal and written communication skills;
 - Ability to maintain confidentiality;
 - Manage multiple competing priorities, adhere to strategic goals, and work as part of the Development Team;
 - An engaging demeanor capable of positive interaction with a varied constituency, including students, parents, alumni, donors, school faculty and volunteer leadership;
 - Proven skills in planning, implementation, and follow-through; able to articulate the school's fundraising vision and execute a plan that can sustain that vision;
 - Strong working knowledge of Raiser's Edge or similar fundraising database; and
 - Bachelor's degree required; CFRE or related certification a plus.
- **Diocesan Requirements**
 - Valid driver's license;
 - If applicable, candidate with be in good standing with current educational institution;
 - Practicing Catholic preferred;
 - Virtus trained (safe-environment) and is subject to expanded Diocesan background check.

Application Deadline: Applications will be accepted until April 22, 2019.

Purpose and Scope

The Development Operations & Database Coordinator reports to the Director of Development, and provides oversight for all data management activities supporting fundraising at Andrean High School. This position is a key collaborator and resource for the head of development as well as others engaged in fundraising on behalf of the school.

As a key leader on the development team, the Coordinator will manage all data systems in support of annual fundraising efforts and any future capital campaign, including gift processing, reporting and training staff.

The Development Operations & Database Coordinator will design and implement policies and procedures for accurate and timely data entry, gift processing, acknowledgements, receipting, and reporting in support of Andrean High School's fundraising activity. This will also include technical support and staff training in the use of Raiser's Edge, and serving as the primary liaison to Blackbaud as necessary to maintain the ongoing effectiveness of the database.

RESPONSIBILITIES

The Development Operations & Database Coordinator will have the following primary responsibilities:

1. In partnership with the Director of Development, design policies and procedures for accurate and effective use of Raiser's Edge database, including data entry, gift processing, donor acknowledgments and receipting, and reporting.
2. Create and maintain a manual of development policies for the school and office procedures for the development office.
3. Manage all queries of Raiser's Edge and generate reports as needed for the Director of Development and the Associate Director of Alumni Engagement & Annual Fund and other school leaders such as the President, Board or Committee Chairs, Finance Office or Department Directors.

4. Train development staff in the effective use of the database and provide technical support as needed, ensuring the integrity of the data is consistent and complete.
5. Serve as the primary point of contact for Blackbaud as it relates to database usage, upgrades and maintenance; coordinate any integration between Raiser's Edge and other data systems used by the school.
6. In collaboration with the Director of Development, serve as the campaign pipeline manager, responsible for all reporting and analytics regarding major gift prospects and campaign donors.
7. Partner with the Associate Director of Alumni Engagement & Annual Fund to ensure accuracy of data utilized for annual and giving day appeals; collaborate on effective strategies to engage and track alumni and annual donor data.
8. Partner with Finance Office to complete monthly financial reconciliation between gifts acknowledged and funds deposited, with special attention to restricted gifts and capital campaign gifts.
9. Prepare annual donor honor roll report with accuracy.
10. Partner with the Director of Marketing and Communications and the Finance Office to ensure all platforms for online giving and event registration are well designed and run smoothly between the website, Blackbaud Merchant Services, and Raiser's Edge.
11. Complete a data scrub of existing donor data, with particular focus on top prospects and key constituents.
12. Ensure the ongoing integrity and accuracy of the donor database, including foundation, corporation, and individual donor files.
13. Support the Diocese of Gary mission, and Andrean High School vision and four mission pillars of faith, learning, leadership and service; and follows the guidelines as established in the Diocese of Gary Employee Handbook and the Andrean Employee Handbook; and
14. Attend department, all-school and Diocesan meetings, events and professional development as required by the Andrean Administration.

- **Start Date:** On or before July 1, 2019
- **Salary Range:** Based on the Andrean salary schedule, including years of professional experience
- **Reporting Relationship:** Reports to Director of Development

Andrean High School is an equal opportunity employer. Qualified applicants are considered for all positions without regard to race, color, sex, national origin, age, ancestry, or the presence of a disability, which, with reasonable accommodation, does not impair performance of professional responsibilities. Being a practicing Catholic in good standing with the Catholic Church may be a requirement depending on the position sought.