



Advancement Data Management Coordinator

Department: Office of Institutional Advancement
Reports to: Executive Director
Date: 07/01/10

Job Purpose Statement

The Advancement Data Management Coordinator provides support services to the Executive Director, Office of Institutional Advancement and the Director of Development. Primary responsibilities include Advancement Office database maintenance, gift processing, financial reporting and donor relations.

It is essential that the Advancement Data Management Coordinator project a positive image of Saint Viator High School and maintain complete confidentiality. The person in this position must be familiar with and abide by the Advancement Office's stated policies and procedures.

Essential Functions & Responsibilities

The Advancement Data Management Coordinator will oversee the maintenance of the database in the following ways:

1. Maintain comprehensive records of all constituents making appropriate changes to keep all records up-to-date. Key record elements include the creation, recording and updating of:
 - New individual or organization records for any new constituent
 - All gift/donations, including special events activity, in-kind contribution, matching gifts, scholarships, memorials/tributes and capital campaign pledges
 - All address, telephone number and email information received through various sources
 - Saint Viator and Sacred Heart of Mary alumni high school and college graduating years
 - Family relationship information including spouse, children, sibling, parents, aunts, uncles, grandparents
 - Employment information
 - Donor giving history
 - Business/company matching gift information
 - Tracking coded mail based appeals
 - Marking donors as deceased

2. Responsible for processing gifts in the following capacity:
 - Process all gifts received by the Advancement Office and other school affiliated departments/clubs according to established accounting procedures and record in Raisers Edge database.
 - Generate donation thank you letters for all contributions to Saint Viator High School received through the Advancement Office
 - Mail campaign and/or Viator Foundation pledge payment reminders as required.

3. Create and produce all Advancement Office financial reports as directed by the Executive Director, including but not limited to:
 - Monthly income analysis report by fund for all donations processed through the Advancement Office, including special events
 - to include 3 year trend reports and dashboard summaries as defined by the Executive Director
 - Monthly pledge reports regarding status of capital campaign phases
 - Individual/fund donor giving summaries, including prospect research and profiles supporting capital campaign needs as required
 - Provide donor financial information for mailing of Viator Foundation and SVHS Annual report
 - Run fiscal year reports and projections for controller during yearly audit
4. Run mail merge queries and export to Excel files for all departmental mailings including:
 - Alumni Update (3 editions per year)
 - Annual Report
 - Annual Fund including Parent Appeal and Alumni Appeal
 - Hall of Fame nominations
 - Capital campaign recognition
 - Solicitations for other departments
 - Viator Foundation renewal letters
 - Special Events
5. Answer all donor inquiries regarding their previous gift history, pledge balances, matching gift status, event attendance and tax letters generated.
6. Act as liaison between Advancement Office and database/on-line giving service providers regarding updates, training and technical issues.

Personal Skills & Behavioral Requirements

Must be able to function effectively under stress, relate well to people, demonstrate a pleasant manner, be articulate, have both analytical and organizational abilities, and be able to multi-task as demands dictate. Must have a desire for self-improvement and be self-motivated. Ability to speak, write and read fluent English.

Prerequisites & Background Experience

- Computer proficiency: MS Office and Blackbaud
- BA or BS
- Non-profit experience, preferably in a school or education environment