



Columbus School for Girls

Assistant Director of Development Data and Systems

Columbus School for Girls (CSG) is an independent day school in Columbus, Ohio, founded in 1898, serving diverse students in grades pre-k through grade 12. CSG empowers girls to discover their distinct potential as learners and leaders. As a leader in the education of girls and young women, it is a vibrant community of more than 565 students, 135 faculty and staff, and 2,500 active alumnae.

Columbus School for Girls seeks to hire an energetic and creative full-time **Assistant Director of Development Data and Systems**. The Assistant Director of Development Data and Systems reports to the Chief Development Officer and is responsible for strategic information management and support of all data systems for development programs. This includes database and data systems management, reporting, and overall operational support of fundraising efforts. The Assistant Director of Development Data and Systems will be the custodian of the development department's database. This is a data-driven role in which superior analytical skills combined with previous experience within a best-practice customer-service or fundraising team is needed.

The ideal candidate will be looking for an opportunity to start fresh with an audit of existing data and build out a new system for accurate and efficient data management. This is the opportunity to take the lessons learned from previous data management and apply them to the development of a new system. The ideal candidate will be able to provide examples of scenarios they have experienced where a different, better course would have improved the management of data. The ideal candidate will be able to establish metrics and build dashboards.

Major Functions and Responsibilities:

- Conduct audit of existing database
- Evaluate donor data and create resources for developmental analysis and reporting
- Develop data management system and protocol for development services
- Ensure data integrity
- Manage data requests and list-pulls
- Establish protocol for gift processing
- Manage data entry
- Conduct prospect research
- Liaise with staff and volunteer leadership as needed
- Perform other duties as required

Experience, Characteristics, Qualities:

- 5+ years of information systems or database management experience
- Undergraduate degree in information systems or data management field



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- Advanced degree in philanthropy, fundraising or nonprofit leadership strongly preferred
- Knowledge of independent school data processing a plus
- Knowledge of or connection to CSG preferred
- Proficiency in conducting prospect research
- Knowledge of direct mail campaign management
- Computer competence with Microsoft Office and Google Suites, Adobe, InDesign and databases, experience with Senior Systems a plus
- Demonstrated ability to meet deadlines, organize time, and prioritize in collaboration with stakeholders and a variety of constituents at all levels of the school
- Ability to work independently as well as part of a team
- High degree of integrity, initiative, resourcefulness and curiosity
- A positive attitude and able to handle multiple projects at one time with grace and good humor

CSG offers a competitive salary, benefits, and professional opportunities and welcomes candidates who add to the racial, cultural, religious, and gender diversity of the school community.

Interested candidates should submit a cover letter outlining their interest in and qualifications for this specific position and a resume in a single Word document to: Diane Mosher, Hiring Coordinator, Columbus School for Girls, 65 S. Drexel Ave., Columbus, Ohio 43209; fax: (614) 252-0571; or email hr@columbusschoolforgirls.org.

Please put **Assistant Director of Development Data and Systems** in the subject line.

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