Advancement Database Coordinator
JOB POSTING

Georgetown Visitation Preparatory School invites applications for an Advancement Database Coordinator. Located in Washington, DC, and founded in 1799, Georgetown Visitation Preparatory School educates young women in grades 9 – 12 in a faith-centered community focused on educational excellence and rooted in the Roman Catholic faith and Salesian tradition.

The Advancement Database Coordinator is responsible for fundraising data management and supporting fundraising efforts in the Advancement Office. Responsibilities include management of data integrity, reporting and queries. Working with the Assistant Director of Advancement, this individual will assist in creating and maintaining fundraising data management protocols and maintaining database records for all constituencies.

This position maintains constituent records and has primary responsibility for all changes and new entries, including annual roll-overs. Ensures the integrity of the database by screening changes and conducts periodic data-proof tests. Manages the data-entry process on a timely basis to ensure accurate, updated and relevant information on donors and prospective donors. Builds queries and produces reports to assist in gathering accurate data for solicitations and stewardship efforts. Prepares mail merges and mailing lists for annual fund solicitations and personalized follow-up letters to donors. Assists the Alumnae Director with Reunion planning and tracking of event attendance and online registrations. Manages the annual list of all alumnae marriages, births, and deaths for publication in the Alumnae Magazine. Provides Raiser’s Edge NXT support to other Advancement staff. Oversees the maintenance and ordering of office supplies and equipment in addition to other duties that may be assigned.

Successful candidates will have a Bachelor’s Degree and 3 to 5 years in an educational, non-profit environment or related field. Experience in Catholic or independent schools is preferred. Must have strong organizational skills and attention to details. Must have strong knowledge of Microsoft Office (particularly Excel) and Google Workspace tools. Must be proficient in internet, database programs, including Raiser’s Edge, GreaterGiving and Veracross. Must have the ability to handle confidential materials and situations with discretion and sensitivity. Some evening and weekend work is required.

Physical requirements include the ability to talk; finger; grasp; walk; sit for extended periods of time; and repetitive motion; sedentary work: possibly exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently to lift, carry, or otherwise move objects; ability to move around campus and into several non-ADA compliant buildings; this position is not substantially exposed to adverse environmental conditions.

Georgetown Visitation Preparatory School provides equal employment opportunities (EEO) to all employees and applicants without regard to their age, color, disability status, national or ethnic origin, race, religion, sex, veteran status, or any other class protected by state or federal law. As a Catholic school, Georgetown Visitation Preparatory School reserves the right to use religion as a hiring criterion for selected positions, as permitted by law. Employment offers are contingent on the satisfactory outcome of a standard background screening.

To apply, please click this link and fully complete the application, upload a resume, and a cover letter.
https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=17289&clientkey=A2E5994529D0170B0FBB86510DA31228