ADVANCEMENT DATABASE MANAGER

Reporting to the Director of Institutional Advancement, the Advancement Database Manager is the Advancement department’s authority on the Raiser’s Edge database with responsibility for gift processing and reporting on capital, annual, and endowment gifts to the School. This individual must have a detailed knowledge of Raiser’s Edge, particularly focused on gift entry, reporting and data analytics. The Advancement Database Manager will also conduct research using iWave Pro wealth screening software in order to identify and qualify prospects with the capacity to make major gifts. As a member of the Advancement team, this individual must be able to help the staff develop appropriate and efficient ways to track prospective donors, their gift capacity, affiliations, and interests.

RESPONSIBILITIES INCLUDES (but are not limited to)

- Support overall management of the Raiser’s Edge database including updating constituent information, creating new records, and data cleanup.
- Record and acknowledge all gifts daily including cash, pledges, stock transfers, wires, matching gifts, and in-kind donations.
- Collaborate with members of the Advancement team to maintain accurate and timely targeting, solicitation, gift entry and acknowledgement processes.
- Provide ongoing support to the Advancement team for standard and custom reports in Raiser’s Edge on a timely basis. This includes but is not limited to reports for the annual fund, capital and/or endowment campaigns throughout the year.
- Provide required reports to the Business Office for all gifts and pledges and assist in monthly, quarterly and annual reconciliations.
- Track, real-time, gifts as they come in for the School’s two giving days, Giving Tuesday and Nightingale Gives, and update the annual giving team so they can post progress.
- Research prospects and gather information regarding their philanthropic interests, giving capacity, connections, background, etc.
- Prepare profiles and research reports for use by staff and key volunteers involved in leadership, major gift, and campaign work.
- Provide support to phone-a-thons and contact-a-thons, including preparing calling lists, set up, and tracking results.
- Enter and track event registration for certain events throughout the year and provide accounting support for special events including sponsorship billing and reports.
- Close the fund and prepare lists for the Annual Report and overall annual giving breakdown by Fund.
- Prepare funds and acknowledgement letters in Raiser’s Edge for upcoming fiscal year.
- Maintain the policies and procedures manual for effective data management.
- Occasional event support is required on evenings and weekends.
REQUIRED QUALIFICATIONS

- Bachelor’s degree required.
- Must have 3-5 years of Raiser’s Edge/NXT and online express database experience and a high level of digital literacy, including experience using online databases and other sources to locate financial and philanthropic giving.
- Must be highly analytical and possess a strong attention to detail.
- Has the ability to understand and meet reporting needs and to probe the database for information and analysis.
- Working knowledge of Crystal Reports is essential.
- Experience with wealth management systems with knowledge of iWave PRO a plus.
- Fluent in the latest technology pertinent to job duties and is knowledgeable of database systems, structure, and best practices.
- Effective communication skills, both orally and written; an ability to communicate complex issues, as well as to maintain open communication channels with relevant stakeholders.
- Ability to set and execute goals that align with the strategic vision of the department.
- The successful candidate will be highly organized, self-motivated, detail-oriented, creative, strategic, professional and able to manage multiple projects under tight deadlines.

PERSONAL AND PROFESSIONAL CHARACTERISTICS

- A shared understanding of the mission of the School and a demonstrated commitment to the core principles of diversity, equity, and inclusion.
- Must demonstrate cultural competence and be able to understand, appreciate, and work with constituents across varied backgrounds and cultures.
- Excellent attention to detail, professional attitude, good judgment, a high level of integrity and a strong work ethic.
- High professional and ethical standards for handling confidential information.
- Flexibility and initiative combined with the skills for thriving in a team environment to achieve institutional goals.
- Exceptional interpersonal skills and an ability to work collaboratively with all levels of employees, volunteers, trustees, donors, and prospective donors.
- Strong organization and project management skills.
- Superb oral and written communication skills.
- High level of initiative, proven ability to work independently and collaboratively.
- Excellent time-management skills and ability to work with tight deadlines.
- Possesses a sense of humor and appreciates this trait in others.
HOW TO APPLY
Interested candidates should apply by submitting a cover letter and resume online at https://www.nightingale.org/careers.

ABOUT THE NIGHTINGALE-BAMFORD SCHOOL
Founded by two bold, visionary educators in 1920, The Nightingale-Bamford School’s mission is to inspire girls to go beyond barriers. Tied to this mission is a broader vision of students who are joyful learners who have the intellectual depth and courage to be critical thinkers, compassionate citizens, and agents of their own lives. Nightingale educates girls’ minds and hearts and, in so doing, infuses their lives with meaningful relationships, teaching them to value difference as a means of growth and empowering them to question the status quo with confidence, empathy, resilience, and reason. Nightingale’s commitment to social justice and anti-racism requires that all community members engage actively and thoughtfully in work around diversity, equity, and inclusion. We encourage applications from candidates with broad and diverse backgrounds.

EQUAL EMPLOYMENT OPPORTUNITY
It is the policy of the School to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, creed, religion, national origin, citizenship, age, sex, sexual orientation, gender identity, gender expression, military status, marital status, familial status, caregiver status, predisposing genetic characteristics, actual or perceived domestic violence victim status, disability, veteran status, or any other characteristic protected by applicable law. The School’s employment practices and decisions adhere to the principles of non-discrimination and equal employment opportunity. This commitment to equal opportunity applies to and is reflected in all School activities, including, but not limited to, recruiting, interviewing, hiring, staffing, training, promotions, compensation practices, employee benefits, social programs, discipline, and termination of employment. The School maintains zero tolerance for violations of this policy and expects all employees to abide by and support this policy without reservation.