



SERVITE HIGH SCHOOL

FORMING FAITH-FILLED LEADERS

DATABASE ASSISTANT

Reports to: Database Manager

Job Status: Part-time, non-exempt

Summary:

Responsible for entering accurate data into the Advancement Office's Raiser's Edge software and assisting with maintain the integrity of the database.

Duties and responsibilities:

- Develop expertise of Raiser's Edge software including best constituent management practices
- Populate additional information into Raiser's Edge as needed
- Develop expertise in Raiser's Edge Events Module
- Responsible for updating all events in Events Module
- Create reports on database status
- Provide lists for emails and mailings to support annual giving, event promotions, and alumni outreach
- Perform research on donors to enable more effective solicitation and improve content of database
- Regularly participate in Blackbaud training to ensure skills are up-to-date
- Attend and provide clerical and technical support to Advancement events as requested
- Provide office support as needed

Qualifications:

- Experience in data entry
- Passion for details; exhibit attention to detail
- Strong analytical, organizational and personal skills
- Ability to work independently
- Experience working in a collaborative environment as a team player
- Ability to manage multiple projects and shifting priorities
- Intermediate knowledge MS Office.
- Personable and welcoming demeanor
- Affinity for the mission of Servite High School; Servite alumnus highly desirable
- Experience in Raiser's Edge or similar a plus