



## **DATABASE AND DONOR RELATIONS MANAGER**

Beth Yeshurun Day School (BYDS) is an Early Childhood/Elementary School (15 months through 5th grade) in Houston, TX. At BYDS, our students come first. When they are happy and flourishing, great education happens. The position offers a welcoming school atmosphere, challenging work, competitive salary, and excellent benefits.

### **JOB DESCRIPTION**

Reporting directly to the Enrollment and Development Leadership, this position is responsible for monitoring and working with the departments' information systems and databases to ensure accuracy. Candidates must have excellent oral and written communication skills to be able to interact with English speaking parents and colleagues.

### **RESPONSIBILITIES**

- Regularly entering new and updated information across multiple constituent groups
- Maintaining data integrity, clean up inconsistent data, and tune-up database performance
- Entering all gifts into database with appropriate coding; work with business office on donation processes
- Producing and mailing acknowledgement letters
- Generate pledge reminders/invoices
- Creating and producing analytical reports
- Produces all queries, reports, lists needed by departments in easy-to-read manner
- Continually identifying, creating, and leading implementation of solutions and best practices for database clean-up and standardization
- Setting up and administering digital school forms through database
- Working to improve school's efficient use of digital record management
- Providing administrative support to the Advancement team
- Completing monthly reconciliation reports with the business office

### **SUCCESSFUL CANDIDATES WILL HAVE:**

- Strong analytical and organizational skills
- Strong project-management skills
- Excellent attention to detail
- Experience with database software/web applications
- Strong leadership and interpersonal skills
- Pro-active, positive team player
- Up-to-date knowledge of technology
- Bachelor degree in information systems or related experience is required
- SQL, XML, Excel proficiency

### **THESE SKILLS ARE A PLUS:**

- Senior Systems products experience
- Experience working in a Development/Fundraising office

Applicants must have a functioning vehicle for transportation; public transportation is not an option in the area. Interested candidates should send a cover letter, updated resume, and the names, telephone numbers, and email addresses of three references. At least two of the references should be professional. Please email documents to [marketing@byds.org](mailto:marketing@byds.org). Beth Yeshurun Day School is an Equal Opportunity Employer.