



**Database Specialist
Roncalli Catholic High School**

TITLE OF POSITION: Database Specialist – **Part-time**

DIRECTLY RESPONSIBLE TO: Development Director

EXPERIENCE: 1 year preferred.

General description: The Database Specialist reports to the Development Director and is responsible for processing philanthropic gifts, distributing acknowledgement letters and updating information into the Raisers Edge database. This position is responsible for ensuring accurate donor and alumni records to build and enhance communication with RCHS's constituency groups.

General Responsibilities: The primary duties of the Database Specialist are detailed below:

1. Maintain and update alumni and donor contact information in database
2. Document and record all donations, cash or in-kind, received by RCHS into the database and turn payment over to the Business Office.
3. Print and mail thank you letters that are signed by the President and the relevant department head, if needed.
4. Import event attendance and donation information into Raiser's Edge for all events.
5. Work with Registrar to annually import new alumni, parents, and alumni parents into database.
6. Work with the staff to provide listings for Pride magazine mailings and updated alumni e-mail listing for alumni e-mails.
7. Provide formatted mailing lists to outside printer for mailing of event invites, annual fund letter, and event sponsor letters.
8. Work with community members to recognize the passing of RCHS former and current staff, students, and loved ones by sending memorial and prayer cards.
9. Provide end-of-month and end-of-year reports on donations received as well as other reports designated/requested by the President. Provide a yearly updated list of all fiscal year donations to be acknowledged in the Annual Report.
10. Document and process all matching gifts.

11. Import all monthly reoccurring gifts/pledges into Raiser's Edge and generate year-end tax statements and thank you letters.

12. Other duties as required.

Salary and Benefits:

1. Salary negotiable and commensurate with experience and education.