



Available Position:	Donor Database Manager
Department:	Advancement
Reports to:	Assistant Head of External Affairs
Full/Part-time:	Full-time
Date Posted:	August 21, 2023
Start Date:	Open Until Filled

About the Trinity Preparatory School of Florida:

Trinity Preparatory School is an independent, coeducational college-preparatory school that develops ethical, resilient leaders who thrive in the pursuit of excellence, embrace diversity in thought and perspective, and grow spiritually. In alignment with our mission. We affirm our commitment to our core values: Trinity Family; Educational Excellence, both Academic and Extracurricular; Leadership and Character Development; and Faith and Spirituality.

In 1968, a dedicated group of Orlando community leaders led by the late Reverend Canon A. Rees Hay wanted to provide a quality, independent secondary education for students in Central Florida. As a result, they established Trinity Preparatory School in grades 6 through 12. Affiliated with the Episcopal Church, the school welcomes families and students from all faith traditions, cultures, and backgrounds, knowing that we are all enhanced by diversity.

Our devoted and notable faculty and staff are leaders in their field who share their knowledge and expertise with others at various professional development opportunities worldwide. Their dedication is demonstrated to our students, families, and communities both in and out of the classroom with a balance of academic rigor and wellness. Trinity's student body and families reflect the world as they travel from the greater Orlando area and across the nation to take part in the Trinity experience.

Position Summary:

As a member of the development office, the Donor Database Manager is responsible for documenting fundraising; supporting and training the development office to work more efficiently; and utilizing the Raiser's Edge database more consistently. The Donor Database Manager reports to the Assistant Head of External Affairs and is responsible for various database maintenance, gift reporting, gift entry and gift acknowledgement letters and annual report lists. Additionally, the Donor Database Manager sends pledge reminders, manages and supports matching gifts, and wealth capacity screening. The database manager will provide reports tracking key fundraising metrics in addition to creating and updating donation dashboards. Donor database manager will update constituent addresses, help support a moves management tracking capturing cultivation, as well as solicitation and stewardship activities.

Position requires database knowledge and experience and collaboration across the entire Advancement team. Ideal candidates should be goal and team oriented, along with extraordinary attention to detail. Also, this position will remain open until filled.



The Donor Database Manager will exemplify Trinity Prep's four Core Leadership Competencies that apply to all employees of the organization:

- Demonstrates Self-Awareness
- Ensures Accountability
- Communicates Effectively
- Cultivates Innovation

In addition, the Donor Database Manager will exemplify Trinity Prep's three Core Leadership Competencies that apply to the role within the organization:

- Action-Oriented
- Tech Savvy
- Manages Complexity

Duties and Responsibilities:

- Maintain ongoing quality and integrity of the data in the Raiser's Edge database.
- Partner with the annual fund and major gift team members with campaign deadlines and reporting.
- Document event attendance in Raiser's Edge.
- Support database users who input and extract data in Raiser's Edge or similar database program.
- Pull lists, create mailings along with name tags for donor events.
- Attend professional meetings, conferences, and staff training workshops in order to maintain and improve professional competence.
- Other duties as assigned that support engagement of Trinity Prep community and help garner philanthropic support.

Qualifications and Experience:

- Bachelor's degree or equivalent experience required from an accredited institution or the international equivalent with a focus in a related field. Masters degree preferred.
- Minimum of 2-4 years of experience with donor databases preferably Raiser's Edge or similar database program.
- Independent school, higher education, or nonprofit organization database experience preferred.
- Promote an inclusive environment that values, encourages, supports differences, and articulates an authentic commitment to diversity in thought and perspective while holding others accountable for the same.
- Strong interpersonal, organizational and communications skills; must be comfortable in a highly collaborative team environment.
- Ability to work independently under deadline, juggle multiple priorities and maintain a professional work style.
- Attention to detail and strong data entry skills.
- Must be able to pass a Jessica Lunsford Level II background check and drug test.

Certifications Required:

- CPR/AED/First Aid are able to be gained upon hiring.



Application Requirements:

- Interested candidates should complete an application through the below link:
[APPLY NOW](#)

Benefits:

- Comprehensive benefits package including medical, dental, vision, life and disability, 403(b) plans.

Employee Nondiscrimination Policy:

- Trinity Preparatory School is an Equal Opportunity Employer.