



**St. Theodore Guerin High School**  
15300 Gray Road  
Noblesville, Indiana 46062

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guerincatholic.org

## Database Specialist (Part Time)

### Job Description

The Database Specialist is a part time position (maximum 29 hours/week) with dual reporting to the Vice President of Advancement and the Director of Technology. This person is an integral part of Advancement and IT services providing database management/analysis that supports staff, students, and parents at Guerin Catholic High School. The Database Specialist will:

- Be a collaborative member of the Advancement and IT departments.
- Assist in providing database software support to the multiple departments supporting critical school operations.
  - Approximately 10-15 hours per week working within Raiser's Edge to support the needs of Advancement
  - Remaining hours per week focusing on other data analysis and support tasks
- Provide efficient and proactive implementation and technical support across multiple database systems.
- Support the mission of Guerin Catholic High School.

### Responsibilities

This position's responsibilities include:

- Working with the school's databases integral to the function of the Admissions, Accounting, and Advancement departments, which include: Blackbaud onProducts (GC Gateway), Raiser's Edge and Financial Edge
- Managing constituent records and data to ensure consistency and accuracy
- Supporting the Advancement team with: Mailing Lists, Reports/Exports, Database Segmentation and Configuration, Gift Processing and acknowledgement, Constituent/Gift Analysis, Constituent Research
- Managing school event registrations
- Collaborating on school policies and procedures relating to the flow of data throughout various platforms
- Importing/Exporting data between different platforms which integrate with the school's databases
- Maintaining ownership and documentation of any issues and tasks related to proper database functionality
- Performing other tasks as assigned

### Technical Requirements

Proficiency Expected in:

- Blackbaud database products - onProducts, Raiser's Edge, Financial Edge or equivalent systems
- Experience managing development, alumni, and/or academic databases is preferred.
- Database administration, prospect and constituent management, data imports and exports, developing reports.
- Spreadsheets - Microsoft Excel and Google Sheets
- Word Processing - Microsoft Word and Google Documents
- Experience with any of the following is a plus: Crystal Reports, SQL, DB2, programming

### Personal Qualities and Habits of Mind

- Analyze, research, and resolve database issues and develop expertise over time
- Highly detail-oriented, with a focus on accuracy and completeness
- Adapt to and prioritize multiple simultaneous projects and demands
- Show appropriate initiative and work independently on assigned projects
- Communicate effectively, clearly, and professionally, both orally and in writing
- Perform duties with an awareness of all school policies

### Contact Information

Interested applications should send resume and cover letter to [apply@guerincatholic.org](mailto:apply@guerincatholic.org) by June 22, 2018.