



SAINT IGNATIUS

Cleveland • Jesuit • 1886

Position Profile: Gift Steward & Database Administrator

About the Position:

Saint Ignatius High School, a highly successful Jesuit college preparatory school for boys in Cleveland, Ohio, is seeking an experienced Gift Steward & Database Administrator to support the mission of the Advancement Department. This position is responsible for all aspects of gift processing, gift acknowledgement, accuracy and internal reporting as well as database administration and data integrity. The ideal candidate will be an experienced gift steward and/or database administrator with a customer service attitude and extensive knowledge of Raiser's Edge software and accounting practices to serve as a member of the Advancement team. This is a full-time, 12-month position, working throughout the calendar year.

As a Catholic School in the Jesuit tradition, Saint Ignatius has been educating “Men for Others” for 130 years. The school is known locally, as well as nationally, as a leader in educational excellence. At graduation, students will be open to growth, intellectually competent, religious, loving, and committed to peace and justice.

Primary Areas of Responsibility:

- Gift Processing & Acknowledgement– process all gifts and pledges (24-48-hour turnaround), generate receipts, prepare and distribute daily reports internally and run donor thank you export for Director of Donor Relations weekly.
- Financial Reports for Finance – prepare weekly, monthly and annual financial reports. Reconcile fund reports monthly, quarterly and annually. Assist in the annual audit in August.
- Financial Reports for Advancement – prepare campaign scorecard for monthly prospect management meeting. Develop and run statistical reports for department as needed.
- Pledge Reminders – generate and mail pledge reminder letters.
- Record Keeping/Filing System – maintain an organized and timely system of filing correspondence and reports utilizing electronic media.
- Phonathon & Giving Days- assist Director of Annual Giving in preparations for call sheets and entry of gifts and daily reports for student callers.

- Fair Market Value – work with the Director of Finance and Director of Donor Relations with the data compilation for the FMV letters that are distributed to contacts with endowed funds.
- Tax letters – produce tax letters by January 31 for all donations received in the previous calendar year.

Database duties include:

- Identify areas of the database that need attention; developing plans for keeping the database current; providing solutions to problems within the database; maintaining the integrity of the database; updating records in a timely manner including researching phone numbers, email and addresses via internet services, NCOA services, etc.
- Serve as Raiser’s Edge administrator including security/permissions administration, data integrity management, new user training, standards development/implementation.
- Coordinate import of incoming freshman parent and student records annually.
- Provide lists for mailings, events, prospect research, and other requests as needed.
- Annual Fund segmentation and solicitation – provide assistance in July during the annual segmentation of the database. Further utilize the segments to produce complex mail merge files for solicitations throughout the year.

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

- Bachelor’s degree
- 3-5 years of gift processing and/or database administration experience in a non-profit organization
- 2-3 of financial or accounting experience (preferred)
- Extensive knowledge of Raiser’s Edge software/Raiser’s Edge Certified (preferred)
- Proficient in Excel and Word;
- Extensive attention to detail and high degree of accuracy
- Ability to confidentially and effectively communicate to manage working relationships with donors, volunteers and staff

Knowledge, Skills, Abilities and Personal Characteristics

- Willingness to learn and understand the unique Jesuit identity and school mission.
- Willingness to engage in personal educational and faith development.
- Strong customer service orientation.
- Ability to maintain effective working relationships with donors, volunteers and staff □
- Flexibility and willingness to embrace growth and change.
- Organizational and planning skills.
- Ability to engage in a variety of tasks and consistently meet deadlines.
- Good communication skills.
- High degree of initiative and independent judgment.

- High level of energy and a consistently positive attitude.
- Professional demeanor and appearance.

The position offers a unique opportunity to the candidate who is willing to contribute significantly to sustaining a school where:

- The Catholic Faith is highly valued.
- People are believed in, honored and cared for.
- The natural talents and creative abilities of persons are recognized and celebrated.
- Individual contributions and accomplishments are appreciated.
- Everyone is treated fairly and justly.
- Sacrifice on behalf of the economically poor, the socially deprived, and the educationally disadvantaged is commonplace.
- Each person finds the challenge, encouragement and support needed to reach his fullest individual potential for excellence.
- We help one another and work together with enthusiasm and generosity, attempting to model concretely in word and action the ideals we uphold for our students and ourselves.

About Saint Ignatius High School:

Saint Ignatius High School, which opened its doors September 6, 1886, is a Jesuit college-preparatory school. The school enrolls more than 1,500 young men who hail from 96 cities in a nine-county region.

Academically, Saint Ignatius is a regional and state leader in National Merit finalists. To challenge students and prepare them for college, the Saint Ignatius curriculum offers 17 Advanced Placement (AP) and 21 honors subjects. In September 2009, the school was designated a Blue Ribbon school by the U.S. Department of Education.

A Saint Ignatius education prepares students to become competent, concerned and socially responsible members of their communities. With a motto of Men for Others, there is a prime concern for the development of Christian values among all students. Part of the Saint Ignatius student experience includes the promotion of faith in the service of justice.

Located in close proximity to downtown Cleveland in the vibrant and energetic Ohio City neighborhood, the school occupies 23 acres and includes 19 buildings and three athletic fields. The school has 120 faculty members, 90 percent of whom hold advanced degrees. Fifty-seven percent have spent 10 years or more teaching at Saint Ignatius.

Applicants with Disabilities

As an equal opportunity employer, Saint Ignatius High School is committed to a diverse workforce. In order to ensure reasonable accommodation for individuals protected by Title I of the Americans with Disabilities Act of 1990 (as amended), applicants that require

accommodation in the job application process may contact the Human Resources Office at 216-651-0222 Ext. 4461 for assistance.

Submit electronically a letter of interest and resume to: SIHSPosting68@ignatius.edu

Deadline: Monday, October 10, 2021

Candidates are encouraged to visit the Saint Ignatius website: www.ignatius.edu