



SAINT IGNATIUS COLLEGE PREPARATORY
2001-37th Avenue
San Francisco, CA 94116

DATABASE COORDINATOR Job Description

Primary Purpose/Job Summary: Provide data entry services for the Raiser's Edge system. Assist Advancement staff in clerical duties.

Essential Duties and Responsibilities:

- Process all gifts, acknowledgements, and reporting for cash contributions, in-kind contributions, online gifts and matching gifts.
- Determine fund and purpose of donation or pledge.
- Create batch and ad hoc reports for Advancement and Parent Clubs.
- Enter donations, gifts and RSVP's into database for Fashion Show, Auction and other events as assigned.
- General scanning and filing of pledge forms and other hard copy data.
- Other duties as assigned.

Qualifications:

- Comprehensive understanding and knowledge of databases
- Strong clerical skills including organizational, problem solving and time management skills
- Strong attention to detail
- Excellent computer skills, including Microsoft Office applications
- Highly organized with the ability to prioritize and multi-task
- Ability to work independently as well as within a team environment

Education and Experience:

- Administrative office experience and strong working knowledge of Raiser's Edge or comparable database.
- Combination of education, experience and training that provides the knowledge, skills and abilities required.

Position: Part-time

To apply for this position, please send your resume and a cover letter to Marielle Murphy Bos at mmurphy@siprep.org