



Position Title: Analyst | Database Specialist

Reports To: Business Office

Position Purpose: Liaises between Business Office and Advancement as the main administrator of Blackbaud Raiser's Edge & NXT for the institution. Supports the School's Mission by processing donations and other gifted revenue, as well as providing detailed financial reports.

Essential Functions

- Responsible for the accuracy and workflow solutions to maintain information services in the Blackbaud Financial and Raiser's Edge system
- Serves as the primary liaison between the Business Office, Advancement and Registrar regarding matters of accounting, data integrity reconciliations, audits and reporting
- Accurate and timely processing of all pledges, pledge payments and gifts—ensuring they are properly recorded for precise reporting and donor tax receipts
- Monitors the pledge payment process, including generation of reminder notices, past due pledge reports, and cash flow reports
- Through collaboration with advancement team, prepares and oversees the annual budget for Advancement, fulfilling all requirements for annual financial audits
- Generates and designs Raiser Edge reports, exports and queries, to track fundraising progress and maintain historical data for year over year analysis, and for business and accounting matters
- Responsible for the synchronization between Blackbaud Raiser's Edge and Financial Edge database to other school systems utilized
- Partners with the Registrar to import new constituent records updates to existing records and manages annual roll-over between FACTS and Raiser's Edge.
- Perform other duties as assigned.

Qualifications

- Bachelor's Degree in Accounting, Finance, or Computer Science
- A minimum of 3-5 years of relevant work experience. Candidates with experience in nonprofits, K-12 independent schools or colleges/universities preferred
- Proficiency in Blackbaud Financial and Raiser's Edge and NXT
- Strong computer and analytical skills
- Excellent oral and written communication skills
- Ability to work basic office equipment and programs
- Proven ability to handle confidential information with discretion
- Supports Shorecrest's Mission and Core Values

Physical Requirements and Work Environment

- Regularly sit, talk, hear and interact with students, parents, staff and visitors
- Be able to occasionally lift up to 20 lbs.
- Regularly use close and distance vision as this position works at a desk and computer screen for extended periods of time

- Turn, bend, reach
- Work in a traditional climate-controlled office environment
- This position will maintain a 12-month work schedule
- Work in a very busy, highly involved environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts

Interested candidates should submit their resume to Jillian Jamison at jjamison@shorecrest.org.