



Data and Advancement Coordinator

(New Position)

An essential member of a four person advancement team, the Data and Advancement Coordinator will be the primary database (Raiser's Edge) manager and prospect researcher.

Responsibilities include:

- Manage Raiser's Edge Database
 - Maintain donor records
 - Process and acknowledge gifts
 - Design, run and interpret queries and reports
 - Create and implement data entry standards in cooperation with Registrar
 - Liaise with other campus Blackbaud users to ensure data consistency
- Conduct prospect research and provide information in a clear and accessible format
- Manage filing systems and department mailings
- Coordinate department schedules
- Other duties as assigned

Qualifications:

The successful candidate will have extensive experience with Raiser's Edge and the ability to strategically design reports and queries that maximize the use of available data. This professional will have excellent written and oral communications skills and the grace and ability to interact with high profile friends and donors. Must be a good editor, internet savvy, detail oriented and discrete. Microsoft Office proficiency is required. Experience with prospect research, Blackbaud integration and/or the Raiser's Edge prospect module is a plus. Independent school experience is preferred.

To apply, please email your resume and cover letter to mpaulson@mirman.org. No phone calls or follow-up emails, please. More information on Mirman School can be found at www.mirman.org.