



Catholic College Preparatory School Educating Women Who Make A Difference Since 1945

MERCY HIGH SCHOOL

Farmington Hills, MI

INVITES APPLICANTS FOR THE POSITION OF

FULL-TIME DATABASE and PROSPECT RESEARCH MANAGER

Join our highly committed team of Mercy educators who have a passion for Catholic education and a willingness to inspire our students to become "Women Who Make a Difference."

MERCY HIGH SCHOOL

Mercy High School is a sponsored ministry of the Institute of the Sisters of Mercy of the Americas and is a member of Mercy Education. Compelled by our Catholic faith and the spirit of the Sisters of Mercy, Mercy High School is a premier college preparatory school that educates and nurtures young women of diverse backgrounds to excel academically, serve compassionately, and lead courageously.

Our work embodies the Critical Concerns of the Sisters of Mercy and the Mercy Education Core Values: *Compelled by Mercy; Educational Courage; Inspired By Faith; Principled Leadership; Voice For Dignity and Respect.*

Mercy High School commits to a climate and culture that are deeply rooted in:

The Catholic Faith | Academic Excellence | Collaboration | Diversity | Innovation | Integrity | Leadership | Respect | Sustainability

Mercy High School is a racially, ethnically, and economically diverse student body of approximately 600 young women. Our commitment to diversity, equity and inclusion is reflected in our policies, curriculum, and extracurricular activities which align to the Sisters of Mercy Critical Concerns of Racism, Immigration, Women's Issues, Care for the Earth and Non-Violence.

POSITION DESCRIPTION

Database and Prospect Research Manager

Mercy High School is seeking a professional who is skilled at using data and research to drive fundraising strategy. As part of our Advancement Team, the Database and Prospect Research Manager will be responsible for maintaining and leveraging our donor database to ensure clean, thorough donor information and gift processing. The ideal candidate will be a motivated self-starter, customer service oriented and highly organized with a keen attention to detail. We are looking for someone who believes in Mercy High School's Mission and will demonstrate exceptional drive to further our existing fundraising efforts and help strategize and deliver new ones.

- Reports to Director(s) of Advancement
- Collaborate with Advancement Team and support annual fundraising events with data and strategies
- Bachelor degree or higher

Mercy High School 29300 W. Eleven Mile Rd Farmington Hills, MI 48336
mhsmi.org | 248-476-8020



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- At least 5-7 years in a research or research-related environment or translatable work experience
- Raiser's Edge experience required
- Manage all aspects of Raiser's Edge and ensure data integrity and accuracy
- Advanced skills in prospect research and prospect relationship management including an understanding of major gifts and the development process and prospect management tools
- Fluency in industry-accepted best practices of moves management and prospect pipeline
- Ability to communicate with all levels of the organization
- Proficiency in locating and synthesizing material from multiple sources
- Ability to handle deadlines and changing priorities
- Demonstration of initiative, motivation, creativity and ability to work independently
- Ability to appropriately communicate sensitive information and to judge how and with whom it is shared
- Proficiency with spreadsheets and presentations
- Demonstrated record of initiative, problem-solving and adaptability
- Strong attention to detail
- Regularly track and report on fundraising projections, results and donor engagement activities
- Identify fundraising trends and new opportunities
- Pull and segment data for mailings
- Produce detailed donor profile books
- Ensure data accuracy, timeliness and efficiency
- Oversee pledge tracking and collection
- Pull annual report data
- Other duties as assigned

Applicants should demonstrate a willingness to expand their knowledge of Mission Advancement work and engage in professional growth opportunities in all areas including Diversity, Equity, Inclusion & Belonging, attend a Protecting God's Children workshop and complete a background check.

Interested candidates are invited to send a letter of interest and resume for immediate consideration to Maureen Duncan, Director of Advancement, at <mailto:advancement@mhsmi.org>. Applications will be reviewed on a rolling basis, and the job posting will remain open until filled.

Mercy High School is an Equal Opportunity Employer and considers all applicants for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider an applicant's religious affiliation in its employment decisions consistent with State and Federal law.

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