



CATHOLIC, COLLEGE PREPARATORY
SCHOOL FOR YOUNG WOMEN

MERCY HIGH SCHOOL

Farmington Hills, MI

INVITES APPLICANTS FOR THE POSITION OF

FULL-TIME GIFTS & DATABASE 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](#), a Catholic College Preparatory School immersed in the tradition of the Sisters of Mercy, educates and inspires young women of diverse backgrounds to lead and serve with compassion. Our work embodies the Critical Concerns of the Sisters of Mercy and the values of *Human Dignity, Mercy, Justice, Service, Option for the Poor*.

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

- Academic Excellence
- Collaboration
- Diversity
- Innovation
- Integrity
- Leadership
- Respect
- Sustainability

Mercy High School is a racially, ethnically, and economically diverse student body of approximately 650 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; Racism, Immigration, Women’s Issues, Care for the Earth and Non-Violence.

POSITION DESCRIPTION

Full-Time Gifts & Database Manager

Mercy High School in Farmington Hills is seeking a full-time (12 month) Gifts & Database Manager to be a core member of the Mercy Advancement Office Team. They are responsible for managing the donor database, entering gifts and thanking donors, and providing impeccable data from which strategic decisions can be made. The manager is the main liaison to the School’s Business Office, working to ensure the Advancement Office and Business Office are aligned in their goals, understanding of processes, and that shared data and projects are error-free, efficient, and smooth.

The Advancement Team is responsible for building relationships to foster engagement and philanthropic support for the School. As a key member of the team, the manager will further these goals by providing personal and thoughtful customer service, striving for a high level of excellence in all tasks, large and small; with the ability to value how our day-to-day work fits into and advances the overall mission of the School.

JOB RESPONSIBILITIES

Gift Processing and Acknowledgement

- Record all gifts received by the School in the constituent relationship management system, Raiser's Edge. Maintain current processes for acknowledging and stewarding gifts, including generating corresponding tax-receipt and thank you letters for each gift.
- Work with the School's Business Office to ensure endowed funds are properly maintained and stewarded. Prepare an annual activity summary for each fund to report to donors.
- Prepare reports for the monthly reconciliation process with the business office to ensure gifts entered into Raiser's Edge match the business office's records.
- Work with the President's office on a monthly basis to ensure our highest level donors are personally thanked.
- Participate in the School's annual audit with the business office, preparing document and locating gift acknowledgements and agreements as needed.
- Serve as the first-point-of-contact for our donors for anything related to updating their records, obtaining copies of their giving histories, difficulties processing their gifts, and/ or tax questions.

Database Management

The manager will provide comprehensive management of the donor database, including:

- Managing the operation, maintenance, data input, data integrity and accuracy of the constituent database management system.
- Managing integration and ongoing exports and imports of data from Raiser's Edge, including wealth screenings, National Change of Address updates, and Final Forms imports
- Maintaining accurate constituent records in the database in a timely manner.
- Initiating ideas and creating new processes to proactively collect key data points and improve data integrity.
- Prioritizing and accommodating competing requests for data and reports.
- Staying apprised and trained on the latest Raiser's Edge technologies and improvements, and helping educate staff on more effective ways to use Raiser's Edge.
- Create reports on a weekly, monthly, quarterly, and as needed basis for the monitoring of campaign and annual giving progress.
- Provide insights into, and analysis of, our database and donors to identify trends and opportunities for further cultivation, solicitation and stewardship.
- Create donor reports and constituent profiles for major and annual donors, as needed.
- Assist with planning of trips for our administration team, typically one per year, by providing donor research, preparation of gifts, travel arrangements, itineraries, and more.
- Track and report on the ticket sales and sponsorship of our annual Auction.
- Support donor, alumnae, and school-wide events, such as Reunion weekend, President's Reception, Tea for Tuition, Maroon and Gold Raffle, annual Auction with advance logistics and/ or in-person support at the event (such as checking in guests, etc.).
- Continually look for new efficiencies and improvements to the current steps and processes with the goal of creating a best-in-class, best practices gift processing and stewardship program.

KEY QUALIFICATIONS/REQUIREMENTS

- Experience with constituent relationship management system, Raiser's Edge and strong Excel skills.
- Strong attention to detail, self-starter mentality, ability to self-manage, positive attitude, team player, enjoys mission-driven environment.
- 3+ years of experience in Development or related fields.
- Familiarity with fundraising campaigns, stewardship processes, non-profit or board management, and/or accounting processes.
- Excellent interpersonal, written and verbal communication skills with an interest and focus on customer service.
- Strong interest in 9-12 education generally, and Mercy High school more specifically.
- Bachelor's degree.

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

Interested candidates are invited to send a letter of interest, resume, and proof of credentials by June 1, 2022 to Maureen Duncan, Director of Advancement, at mduncan@mhsmi.org.

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.