



The Benjamin School

DATABASE SPECIALIST

 North Palm Beach



START DATE: May 1, 2024

The Benjamin School, an independent co-educational prep school Pre-K 3 through 12th grade, is looking to hire a detail-oriented Database Specialist for the North Palm Beach campus. The Database Specialist will assist in processing all incoming gifts in our database system. This role is vital in maintaining strong donor relationships and supporting fundraising efforts. The Database Specialist position reports to the Development Database Administrator.



ESSENTIAL JOB FUNCTIONS:

■ Gift Processing:

- Ensure proper coding of gifts according to fund designations, campaign affiliations, and other criteria.
- Research and resolve any discrepancies or missing information related to gifts.
- Review gift batches and generate reports for reconciliation and audit purposes.

■ Data Management:

- Maintain the accuracy and integrity of donor information in the database system (RENXT/RE7).
- Assist in adding new donor records using CORE and update existing records as needed.
- Manage duplicate records to ensure a clean database.
- Assist with data imports and exports from other systems.

■ Reporting & Acknowledgements:

- Generate reports on gift activity, trends, and donor-giving patterns.
- Prepare and distribute timely and accurate donor acknowledgment letters and receipts.
- Work with development staff to ensure clear communication of donor intent.

■ Other Duties:

- Maintain physical files related to gift processing.
- Provide support to development and finance teams as needed.
- Stay current on best practices in gift processing and database (RENXT/RE7) functionality.
- Assist with Step up Scholarship processing/billing during peak times.
- Other duties as assigned.

REQUIRED SKILLS AND ABILITIES:

- Exceptional verbal and written communication skills.
- Excellent organizational skills and attention to detail; ability to prioritize and work independently and address several challenges simultaneously.
- Possession of a pleasant and collaborative style in the workplace, including a professional attitude.
- Ability to communicate effectively with all constituents in a school environment.
- Well-versed in technology, various software suites, and office equipment related to the position, including database expertise
 - Proficient in Google Suite (Docs, Sheets, Gmail)
 - Proficient in Microsoft Office Suite (Word, Excel)
- Ability to maintain confidential information.
- Ability to prioritize and delegate tasks.
- Proven experience using a constituent relationship management (CRM) system.
- Blackbaud Raiser's Edge NXT/RE7 preferred.
- Ability to work independently and as part of a team.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree preferred.
- Technical experience, including query building, data structure and organization preferred.

KEY EXPECTATIONS:

- Demonstrates support for the school's mission and policies.
- Consistently models The Benjamin School values.
- Builds positive interpersonal relationships with colleagues by establishing effective communication through listening, responsiveness, openness, availability, and approachability.
- Takes initiative and ownership in displaying positive work ethic and behaviors and encourages this attitude in others.
- Maintains proficiency in the field through personal and professional development that strengthens the role and the school.



HOW TO APPLY:

The Benjamin School has partnered with Dovetailed on this search. Interested candidates should email a cover letter (addressed to Director of Human Resources Patti Maiselson), a resume, and a list of at least three professional references consolidated as a single PDF document to Alison Moore, Senior Recruiter at alison@dovetailedsourcing.com.

The Benjamin School offers a competitive salary and an outstanding benefits package, which includes comprehensive Medical, Dental, Vision, Life insurance, School-paid Disability, AFLAC, 403B Retirement, Paid Time Off, Flexible Spending, Student Tuition discounts, Educational assistance, and Relocation assistance.

DFWP/EOE

