



**International
School**
Los Angeles
**Lycée
International**

Campuses
Burbank
Los Feliz
Pasadena
West Valley

Development Database Specialist

About the International School of Los Angeles

Mission:

The International School of Los Angeles is a non-profit, independent, international school committed to bilingual education and academic excellence in a nurturing environment.

Our mission is to develop bilingual critical thinkers who are open-minded, confident and caring, and equipped to thrive in a diverse, competitive world.

We offer a preschool through 12th grade curriculum that culminates in the French baccalauréat or the International Baccalaureate®'s Diploma Programme.

Values:

The delivery of our mission is anchored in the commitment of each member of the school community to uphold the values of respect, excellence, and diversity.

Job Description

Title: Development Database Specialist

Department: Advancement Department

Reports to: Director of Advancement

Location: School Administration Office, Burbank, CA

Context:

This position requires expertise in Raiser's Edge, as well as other data systems for the Advancement and Business Offices, including database, donation, financial, and event management software.

Main objective:

To provide administrative and logistical support for advancement.

Key relationships:

- Be an active member of the Advancement Department.
- Collaborate closely with Advancement, Accounting and IT teams.
- Collaborate with donors, foundations, alumni, and faculty/staff.

School Administration

1105 W Riverside Dr, Burbank, CA 91506

tel 818-994-2961, fax 818-994-2816, www.internationalschool.la

Specific Responsibilities:

Responsibilities include, but are not limited to, the following:

Database Management

- Input records and maintain constituency database, including gift entry, updating donor contact information, processing donations and online transactions.
- Maintain Raiser's Edge database to ensure program enables maximum efficiency as a constituent relationship management system consistent with established data entry guidelines. This includes periodic maintenance of duplicate records, updating relationships, managing opt-outs, and importing data as needed.
- Manage wealth screening and prospect research data.
- Generate queries, reports, and exports for mailings, events, analysis, and tracking of fundraising results.
- Strategize and implement methodology for maximizing the efficient management of the organization's constituents through the effective use of Raiser's Edge.
- Contribute to the organization's effective use of electronic communication by creating queries as requested for bulk emails and managing the email opt-out process.
- Work with Admissions and the School Registrar & Student Information System Specialist to import student and parent data (PowerSchool and Infosnap).
- Ensure that all staff with access to Raiser's Edge and other related systems receive proper training.
- Work with Accounting to coordinate fundraising income/pledge reporting, audits/reconciliation, etc.

Donor Relations

- Process donations and donor acknowledgement letters in a timely manner.
- Manage donor data entry using Raiser's Edge and generate all necessary reports on a weekly, monthly, and annual basis.
- Prepare donor records and donation information for publication in the year-end annual report and other school publications.

Events

- Assist Advancement at events using auction software program.
- Work with Advancement staff to process payments and donations for events and acknowledge donors/constituents following events and charitable giving.
- Represent/support Advancement as needed at meetings and events.

Technology

- Manage online donation platform including creating campaign pages, updating information, troubleshooting issues, etc. (Greater Giving)
- Work with IT staff and participate in the overall school IT program and data management.
- Receive relevant ongoing training (webinars, workshops) to stay current on best practices.

Selection Criteria

Essential Qualifications:

This position exercises independent judgement and requires strong technology skills, including proficiency in database management programs such as Blackbaud Raiser's Edge, GiveSmart (auction management), DonorSearch (prospect research) and MS Office, with advanced experience in MS Excel preferred.

Required Education and Experience:

- Bachelor's degree or equivalent experience
- Minimum of two (2) years of database and/or donor management required
- Native proficiency in English

Additional Qualifications:

- Excellent organizational skills and demonstrated ability to prioritize and effectively manage multiple tasks and deadlines with minimal supervision
- Demonstrated ability to process and track donations and import/export raw data to/from donor database
- Strong attention to detail and ability to maintain the highest level of confidentiality, including donor information
- Strong problem-solving skills
- Excellent verbal/written and interpersonal communication skills with donors and faculty/staff
- Ability to work well with others, exercise sound judgment, and work occasional flexible hours (including evening and weekend work as needed)
- Ability to train and effectively manage/utilize staff and volunteers at events
- Ability to prioritize and work under multiple deadlines
- Perform other duties as assigned

Desirable Qualifications:

- A demonstrated understanding and commitment to the School's mission and values
- Knowledge of French (not essential)

Supervisor's Responsibility:

All employees must supervise students and are expected to comply with our School Child Protection and Mandated Reporter Policies.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 20 pounds. Specific vision abilities required

by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Position Type / Expected Hours of Work:

Workdays are Monday through Friday, with occasional weekends.

Travel:

Some travel to campuses and meetings.

Work Authorization:

Must be authorized to work in the United States, must take and pass the Department of Justice Live Scan, and must meet all health requirements of health screening, TB, and immunizations.

The International School of Los Angeles provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

How to Apply

Please send your cover letter, resume and list of references to cv@lilaschool.com (please put "Development Database Specialist" in the subject line). The position is available for an immediate start, with applications considered on a rolling basis. *No phone calls, please.*