



ROCKHURST HIGH SCHOOL

JOB POSTING

Director of Data & Analytics Philanthropy & Engagement (P&E) Department

ABOUT US

For more than 100 years, Rockhurst High School has been a place where boys become young men, with minds, bodies and souls prepared for the challenges of college and life beyond. Rockhurst challenges students with a rigorous academic program in the classical Jesuit tradition.

PURPOSE

We are looking for a full-time professional to be the primary information resource for the department, responsible for managing, analyzing, and constantly improving all donor information systems for Rockhurst High School, inclusive of performance and integrity of the Raiser's Edge (RE)/NXT database. This includes recording, updating, reporting, and analyzing data, inclusive of creating or updating institutional procedures related to the same. Supervising the Gift & Stewardship Specialist, this position is the lead contact for philanthropy and engagement analytics, working with key staff and stakeholders to understand needs and develop actionable insights.

SCHEDULE

The Director of Data & Analytics position is a full-time, exempt level position.

PRIMARY RESPONSIBILITIES

Database Leadership & Management

- Manages all aspects of RE database including data integrity, updates, cleansing, and corrections;
- Develops and maintains a dynamic list of policies, procedures and relevant regulations for the RE database and its use;
- Creates and guides effective and efficient systems to manage data connections and transfers between RE and other relevant software systems;
- Oversees implementation and configuration of wealth engine screenings and other data append services, providing prospect research support and analytics to gift officers;
- Conducts regular data audits and queries with recommendations for system and accounting improvements;

- Maintains and makes strategic recommendations on campaigns, funds, appeals, packaging, attributes, and other coding to enable accurate and efficient access to data in support of cultivation, solicitation, and stewardship activities;
- Manages the work and performance of the Gift & Stewardship Specialist, inclusive of annual reviews and data accuracy assurances;
- Oversees the matching gifts process for the school (including assessment for process improvement and follow-through with donors), delegating necessary outreach or follow-up to the Gift & Stewardship Specialist and/or gift officers as necessary.

Data Production

- Develops reports (analytical [i.e., retention, attrition, acquisition] and tactical [i.e., monthly pledges due report]) and manages regular distribution of data to the President's Office and P&E team to promote and support fundraising and fiscal stewardship;
- Produces and maintains regular queries, reports, lists, and real-time dashboards for mailings, events, visits, and other such activities by the President's office as well as the department;
- Manages data imports from supplemental modules, reports, and other plug-ins;
- Working with the IT Department, serves as the department liaison for annual process to update class year and constituent status with incoming and graduating classes.

Inner-Department Collaboration

- Working closely with the Vice President of Philanthropy & Engagement, will provide key support via data and analytics for the school's strategic planning process and future capital campaigns;
- Working closely with the Director of Philanthropy, conducts regular reviews of donor segmentation and coding within RE, managing appeal lists and coding;
- Working closely with the Director of Engagement, coordinates appeal and registration processes for events and online solicitations, ensuring timely and accurate transfer of attendance and gifts into RE;
- Working with the Director of Communications (within the department) and Academic Services Director (in the Principal's Office), coordinates monthly impact messaging to prior-month donors;
- Produces and provides training to staff who interact with RE/NXT and supportive technologies;
- Suggests and encourages use of evidence-based data to enhance understanding of donor behavior and drive increased acquisition and retention of donors.

Intra-department Collaboration

- Lead department staff member to advise and support use of all other fundraising-supportive technologies, inclusive of (but not limited to) credit card readers, BidPal/OneCause, and Dip Jars, working collaboratively with other departments and/or offices;
- Working with the IT Department, strategizes and manages implementation of data enrichment services and products to support the work of the department;
- Working with the Business Office, conducts monthly reconciliation of charitable gifts;
- All other job duties as assigned.

REQUIREMENTS

- A minimum of five years of experience in database management
- Bachelor's degree or equivalent is required
- Proficiency in Raiser's Edge fundraising database preferred
- Knowledge of non-profit fundraising principles and practices
- Proficiency in MS Office Suite and demonstrated experience with data visualization
- Experience with Zoom or other virtual meeting platforms
- Strong interpersonal skills with proven ability to build and maintain relationships with multiple constituencies
- Integrity, honesty, and conduct, particularly dealing with confidential information
- Ability to multi-task with accuracy and efficiency
- An equivalent combination of experience, knowledge, skills, abilities, and other characteristics consistent with the required skills.

HOW TO APPLY:

Please send a cover letter, resume, and application to: hr@rockhursths.edu.

Application for Non-Teaching Positions can be found at: <https://www.rockhursths.edu/about-us/employment>.

Rockhurst High School is an Equal Opportunity Employer.