



Job Posting: Database Manager/Coordinator

June, 2011

Palo Alto Partners in Education (PiE), the 501(c)(3) nonprofit supporting Palo Alto Unified School District public schools, is seeking a top-notch Database Manager/Coordinator to join its operations. PiE partners with parents, the Palo Alto Unified School District and our community to raise funds to give all students in PAUSD the best education possible. In 2010-11, PiE donated more than \$3.5 million to PAUSD through various grants.

PiE uses The Raiser's Edge as its donor management software.

Based in the Palo Alto Unified School District Offices, the Database Manager/Coordinator position can be either part-time (minimum 25 hours per week, with more time welcomed at occasional peak busy times, and summer work hours entirely negotiable) or full time. It will report to the Executive Director. Compensation will be determined by level of experience and hours worked, but will be very competitive. The job will be open until filled, but we hope to hire someone by August. PiE is an equal opportunity employer.

Key responsibilities for this position will include:

- Data entry, including the precise maintenance of all donor records in The Raiser's Edge
- Acknowledgement/Thank you generation, including accurate and timely responses to all donations
- Proactive matching gifts processing
- Monthly reconciliation between database, QuickBooks, and bank statement (with PiE's Treasurer, who maintains our QuickBooks records)
- Database management may also be needed, including queries and global record modification as requested by Executive Director
- Database maintenance may also be needed, including advising on import, data cleansing, etc. as requested by Executive Director

Various additional duties may include:

- Opening the mail
- Making bank deposits

- Maintaining and filing minutes, contracts, agreements and other operational information
- Filing donation paperwork
- Helping with events
- Helping maintain office neatness and supply levels
- Other ad hoc assistance to Executive Director and Board as requested
- Exquisitely polite donor and volunteer relations as needed

We are seeking an individual who:

- Is able to do fast and accurate data entry, ideally with familiarity with fund raising/ CRM systems (Raisers Edge experience would be a huge plus)
- Is meticulous, organized, accurate and reliable, with a keen attention to detail
- Has good interpersonal skills in dealing with volunteers, district staff and donors
- Is extremely discreet and can maintain confidentiality
- Thrives as a team player and understands the value he/she can create for the organization to achieve its goals
- Has a good working knowledge of MS Office (especially Word, Excel and Outlook)
- Is open to learning new technologies, including attending technology training classes as requested by the Executive Director
- Can work out of our office at the PAUSD District Office, 25 Churchill Avenue, Palo Alto in a small office-sharing environment, and may also be able to be productive from home
- Is passionate about making a meaningful contribution to schools and the local community.

If you are interested in this position, please send your resume, a statement describing your interest, and your compensation requirements to Executive Director Kathy Schroeder at kschroeder@papie.org. Thank you!