



CANDIDATE PROFILE
Database Manager, Advancement Services
2019

About Upper Canada College

From its founding in 1829, UCC has been educating the next generation of leaders and innovators, inspiring them to make a positive impact on their world. UCC is in a unique position to provide this to the most promising boys — regardless of where or what background they come from. With a sector-leading commitment to financial assistance and world-class facilities, UCC attracts and supports boys of the highest potential from both Canada and abroad. UCC honours its progressive past by looking forward, embracing a culture of courage and innovation, striving for excellence and advancing the common good.

Located in central Toronto, the College has more than 1,150 students from Senior Kindergarten through Year 12, including 88 boarding students representing 25 countries. With 10,000 alumni in more than 75 countries, the school will celebrate its 200th anniversary in 2029.

Office of Advancement at UCC

UCC's Office of Advancement enhances the College's mission by engaging its global community of alumni, parents, students and friends in philanthropic support of its strategic directions and priorities. With an Advancement team of over 18 staff, new leadership, and the learnings from a recently achieved \$100M campaign, UCC is poised to mark its bicentennial with several significant initiatives that will fulfill its aspiration to be a global leader in the education of boys.

UCC is a collaborative and supportive environment that encourages staff development and education.

Vision, Mission, Values

Vision - UCC values each boy and inspires him to be his best self. A UCC experience reflects the pluralism and promise of Canada and identifies the College as a global leader in the education of boys. **Mission** - UCC provides transformational learning experiences that foster the development of head, heart and humanity, and inspire each boy to make a lasting and positive impact on his world. **Values** - UCC's values build on our rich history and traditions and serve to inform how we interact with each other and with our world. At UCC we value: learning, pluralism, service, community, and wellbeing.

www.ucc.on.ca

The Opportunity

To be on the ground floor of a significant capital campaign and to be instrumental in setting new processes and procedures. UCC is a collegial and supportive working environment.

The Role

Reporting to the Director of Advancement Operations, the Database Manager, Advancement Services is responsible for customer relationship management (CRM) administration, data integrity, gift processing and data integration with other information systems within the school.

Data Administration – 40%

Gift Processing – 30%

Data Entry – 20%

Meetings & Customer Service – 10%

Key Responsibilities

CRM Administration

- Oversee Raiser's Edge database by maintaining user accounts, integrity of data and integration with other Information Systems in the school.
- Perform all donor database administration and supervisory functions, including database maintenance, duplicate record merging, clean-up tasks, and quality control audits.
- Maintain code tables, structure and business rules.
- Produce gift reports, action reports, prospect reports and mailing lists.
- Create queries and exports as requested.

- Create constituent, appeal and event records.

Gift Processing

- Process online gifts via NetCommunity.
- Produce all tax receipts and acknowledgment letters.
- Send pledge reminders and ensure updated payment information on file.

Data Entry

- Maintain high quality of data, ensuring accurate and timely recordkeeping.
- Enter data manually or through import from external sources.
- Ensure all constituent updates are captured in the database.

Personal Attributes

The Database Manager, Advancement Services enjoys being part of a collaborative and team-oriented environment and values strong personal connections. While the role does require individuals, who are very detailed and process oriented by nature, they also providing great customer service and support.

The Ideal Candidate

The ideal candidate is a team player who enjoys supporting the needs of a multifaceted advancement team. They work well with others and have strong data management skills. The Database Manager, Advancement Services will work closely with the Director of Advancement Operations to improve processes and best practices at the College.

Core Competencies

- At least three years of experience, ideally in a fundraising environment.
- Proficiency with Raiser's Edge and other Blackbaud products.
- A high degree of computer literacy, as well as an ability to quickly learn and adapt to new software.
- Highly accurate and efficient data entry skills.
- Ability to plan and carry out database changes and upgrades and assess overall performance.
- Ability to think critically to solve database issues.
- Ability to work collaboratively with co-workers.
- Ability to display and maintain constructive, friendly & professional relationships with co-workers.
- Responsible for ensuring the effective day-to-day Raiser's Edge operations and maintenance, including support to colleagues, troubleshooting and problem solving.
- Completion of a university degree or equivalent.

How To Apply

We thank all candidates in advance. We will, however, contact only those selected for an interview. To apply, please submit, in confidence, a resume along with cover letter which sets out your interest in the role and highlights the experience you have relevant to the role. The preferred method of application is online at searchsmartconnect.com/jobs

Contact Details

Sandra Paquette
416-763-0404
sandra@searchsmart.ca

Vesna Markovic
647-608-3595
vesna@searchsmart.ca