

**Position:** Raiser's Edge Database Coordinator and Administrative Assistant  
(Part-time, Temporary)

**Department:** Office of Advancement/Development

**Reports to:** Assistant to the Vice President for Development

**Job Summary:** Provides support for the College's Advancement Office, particularly in the areas outlined below. Performs all other duties as assigned.

**Schedule and Salary:** Flexibility in part-time work hours is required. The normal work schedule for this position will generally consist of approximately 15-20 hours per week. The hourly rate of pay will be commensurate with experience.

#### **Raiser's Edge Database Administration**

- Provide regular updates on the Raiser's Edge platform including gift entry and event and prospect information.
- Maintain the Raiser's Edge manual.
- Prepare related monthly and ad hoc reports as requested.
- Oversee the monthly reconciliation process with the College's Finance office.
- Prepare lists for mailings, programs, and events.

#### **General Office Administration**

- Manage incoming and outgoing office mail.
- Manage the logging of checks with the College's Accounting Office.
- Support the office's annual budget process and ongoing budget reconciliation.
- Perform research activities as requested on Internet or other platforms.

#### **Qualifications**

- At least 1-2 years of Raiser's Edge database experience is preferred.
- Previous administrative experience and excellent Internet skills are required.
- Some College is preferred but not required.
- Detail oriented and well organized, with the ability to handle competing priorities in a fast paced environment.
- Must work well both in team a setting and autonomously.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multicultural college community and the Franciscan traditions of St. Francis College.
- Ability to relate to the many different constituent groups on campus is required.

#### **About St. Francis College:**

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership. The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights

provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by clicking [here](#).