



ST. PAUL'S HIGH SCHOOL

JESUIT

Advancement Services & Database Officer

The Advancement Services & Database Officer plays a vital role in advancing the mission of St. Paul's High School by stewarding the data, systems, and processes that support philanthropy, community engagement, and long-term sustainability.

Role Overview

Reporting to the Director of Advancement, the Advancement Services & Database Officer serves as a trusted steward of confidential information and institutional knowledge. The Officer supports fundraising, alumni relations, and community engagement through accurate data management, thoughtful reporting, and collaborative financial processes. Working closely with the Advancement and Finance teams, the Officer ensures that donor records, gifts, and reports reflect the school's commitment to transparency, accountability, and gratitude. This role also collaborates with Alumni Relations, Admissions, and Communications to strengthen relationships and advance the mission and values of St. Paul's High School.

Key Areas of Responsibility

Database Management & Data Integrity

- Serve as the primary steward of the Blackbaud Raiser's Edge NXT database, ensuring accuracy, consistency, and integrity of all constituent records
- Maintain up-to-date alumni, parent, donor, and community partner information
- Develop, document, and review database policies and procedures aligned with best practices
- Ensure compliance with relevant privacy legislation
- Collaborate with Blackbaud and internal IT to maintain system functionality and communicate updates to users
- Troubleshoot data issues and other database-related technical concerns in collaboration with Blackbaud and internal IT
- Proactively identify opportunities to improve data quality, reporting, and processes

Gift Processing & Financial Stewardship

- Manage the full lifecycle of charitable gifts, including recording, acknowledgements, stewardship, and tax receipting in accordance with CRA guidelines
- Ensure donors are recognized promptly and meaningfully for their generosity
- Prepare financial reports and reconcile gifts with the Finance Office on a monthly, quarterly, and annual basis, including audit support
- Work in close partnership with Finance to track and report on restricted and unrestricted funds
- Oversee pledge schedules and reminders in support of annual and long-term giving commitments

Reporting & Analytics

- Create queries, reports and exports to support fundraising appeals, events, and communications
- Provide regular and ad-hoc reports to Advancement leadership and school administration
- Offer data-informed insights to support strategic decision-making, evaluation of fundraising progress, donor engagement, forecasting, and long-term planning



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Event & Community Support

- Manage event registrations and attendance records within the database
- Provide administrative and logistical support for major fundraising and events
- Assist with general administrative support for the Advancement Department as needed

Qualifications & Competencies

- **Education:** Bachelor's degree or equivalent combination of education and relevant experience
- **Mission Alignment:** An understanding of and commitment to the values and mission of SPHS
- **Technical Expertise:** 1-3 years of experience in database administration; experience with Blackbaud Raiser's Edge NXT or a comparable CRM preferred
- **Stewardship & Accuracy:** Strong attention to detail, financial accuracy, and data integrity
- **Technology Skills:** Proficiency in Microsoft Office 365 (Excel, Teams, Forms, Outlook)
- **Relational Skills:** Personable, service-oriented, and able to work collaboratively
- **Communication:** Clear and effective written and verbal communication skills
- **Organization:** Self-motivated with strong organizational and time-management abilities

Abilities

- Ability to handle sensitive and confidential information with discretion and care
- Ability to prioritize responsibilities and manage multiple deadlines
- Ability to represent the school in a professional, respectful, and mission-aligned manner

Assets

- Experience with Blackbaud database systems
- Experience in a non-profit, independent school, or faith-based organization
- Interest in fundraising, donor stewardship, and community-building
- Working knowledge of CRA charitable giving regulations and privacy legislation

About St. Paul's High School:

St. Paul's High School is missioned by the Canadian Jesuits to educate students as whole persons to become men for others and so assist the Church in building the Kingdom of God.

Central to the mission of St. Paul's High School is the preparation of young men for post secondary studies and subsequent leadership in the community. Through the commitment and efforts of all members of the learning community –students, parents, teachers, alumni, friends, and board members – our students develop into competent, conscientious, and compassionate *men for others*.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.

To apply, please e-mail your resume and cover letter to apply@stpauls.mb.ca.

Only those selected for an interview will be contacted. Deadline to Apply: Open Until Filled