

POSITION AVAILABLE

EXECUTIVE AND DATABASE COORDINATOR

In 1974, Pearson College UWC was founded as Lester B. Pearson United World College (UWC) of the Pacific. Pearson is a unique, highly selective, two-year pre-university school for up to 200 students from across Canada and around the world selected solely on their promise and potential and demonstrated commitment to actively engage in creating a better world. Students currently attend from nearly 160 countries. The College campus, located on the traditional territory of the Beecher Bay (Scia'New) First Nation, is situated on the southernmost tip of Vancouver Island, British Columbia, along the shores of Pacific Ocean at Pedder Bay. The College is one of 18 UWC schools worldwide.

www.pearsoncollege.ca

Pearson College UWC is recruiting for an outstanding Executive and Database Coordinator to join the Advancement and External Relations Team.

Reporting to: Vice President, Advancement and External Relations (AER)

Position Summary:

This position reports directly to the Vice President – Advancement and External Relations (VP AER) and works collaboratively with directors and staff from across the Department and College. The Executive and Database Coordinator is a creative, resourceful and well organized person who will manage the College's donor database (Raiser's Edge), personally support the VP AER and will help the AER team to see opportunities to improve workflow and maximize efficiency. This is an evolving role which requires an ability to be able to balance the dual responsibilities of executive coordination and database management.

RESPONSIBILITIES

Support to VP AER and AER team

- Coordinate all aspects of VP AER and AER team travel (domestic and international), including booking flights and accommodations, preparing donor lists by city
- Assist VP AER in management of personal workflow and that of the department
- Schedule meetings for VP AER and the AER team

- Create monthly, quarterly and annual reports of data on fundraising achievements against Strategic Plan and annual goals for review by Director, Advancement and assist in preparation of reports and presentations of VP AER
- Coordinate executive communications, including calls and correspondence as applicable for the VP AER
- Perform basic donor research, create profiles, and prepare meeting briefs and external documents as related to VP AER requirements and for team members as required
- Coordinate and report on event sponsorship fulfillment (not responsible for securing sponsorships)
- Liaise between prospect researcher and fundraising team
- Liaise with communications team to ensure that all fundraising printing materials are stocked
- Coordinate AER events and provide logistics support for individual teams
- Maintain an organized filing system for paper and electronic documents
- Manage projects and Advancement initiatives as they arise and as directed by the VP AER
- Maintain confidentiality in matters relating to the VP AER and Advancement and External Relations matters
- Maintain a professional and courteous manner in all relationships with colleagues

Database Management

- Responsible for all aspects of Raiser's Edge database administration and Advancement Department information systems management
- Meet information needs of database users, including generating reports, exports, and queries and setting up new systems as needed to maintain donor pipeline and track/report on fundraising progress (process development support might be contracted by third party as needed)
- Develop and maintain database procedures and guides to ensure database information is entered and updated in an accurate and timely manner (including performing data imports and error correction)
- Evaluate and optimize database configuration and access, resolve database performance and capacity issues, perform database recovery and back-ups, install new database software releases and system upgrades

- Research, assess and recommend the future direction of fundraising database technology and integrations at Pearson College UWC; build decision briefs for senior leadership and perform independent analysis and recommendations for new technologies
- Perform complex operational duties and tasks that need independent judgement to resolve often in high-pressure situations
- Support and provide ongoing training to staff on the use of the database as appropriate to their role; troubleshoot for team members as needed

Qualifications

- Bachelor's Degree in Business Administration or other relevant discipline
- Minimum five (5) years of related experience including a minimum of two (2) years of experience in the administration of databases and other enterprise-level software applications
- High degree of attention to detail
- High level of proactive problem-solving ability, originality, creativity and resourcefulness
- Experience planning and implementing projects (including familiarity with project management methodology, developing work plans, monitoring tasks, creating targets and monitoring progress) and solving optimization, performance and capacity-related issues
- Ability to take initiative and work with limited direction, managing multiple tasks and priorities to meet time-sensitive and mission-critical deadlines
- Ability to work collaboratively
- Excellent written and oral communications skills and strong interpersonal skills
- Demonstrated customer service skills
- Experience and competency with Raiser's Edge or similar CRM relationship software, and proven ability to troubleshoot database performance issues
- Knowledge of donor-centered philanthropy and basic fundraising best practices an asset

PEARSON COLLEGE



Compensation & Organization

This is a full-time position (35 hours per week) located at Pearson College UWC in Metchosin, approximately 40 minutes from downtown Victoria. The College offers an attractive compensation package to an outstanding and qualified applicant.

Applications will be accepted until the position is filled. Only candidates selected for an interview will be contacted. Résumés and a cover letter can be emailed to hr@pearsoncollege.ca.

Pearson College UWC is committed to diversity and equity in employment. All qualified applicants are encouraged to apply; however, Canadians and permanent residents shall be given priority.