



BISHOP KELLY HIGH SCHOOL

Achieving excellence in learning, service, and life.

Gift Processing & Database Specialist

Part-Time | In-Person, Remote or Hybrid | Reports to: Director of Development

Join Us in Advancing the Mission of Catholic Education

Bishop Kelly High School, Idaho's premier Catholic high school, seeks someone with a passion for data accuracy, integrity, and optimization to help drive successful educational advancement in support of our mission: To educate and develop the whole student in the Catholic tradition – Spirit, Mind, and Body.

This position will serve as the primary administrator for Bishop Kelly High School's Constituent Relationship Management (CRM) system, Blackbaud Raiser's Edge, and all related Blackbaud tools. Additionally, this person will be responsible for reporting, analyzing, extracting, and presenting data to spot giving trends and support fundraising goals.

Key Responsibilities

- Oversee CRM system (Blackbaud), including entering/tracking all donations, generating acknowledgements, maintaining records, preparing reports, analyzing data, and serving as organizational lead on Blackbaud best practices.
 - Manage constituent data integrity (deduplication, imports/exports); developing custom dashboards, queries, and reports in Raiser's Edge NXT for use by the Development Office.
 - Oversee daily gift processing workflows to ensure accuracy, efficiency, and compliance with school, diocese, and IRS regulations.
 - Collaborate with the Development Office, IT Office, and Business Office to enhance systems, reporting tools, and automation for improved efficiency.
 - Maintain procedures supporting best practices, ethical and professional research standards, leveraging technology, data integrity, and data security.
 - Perform special assessments and audits as needed or requested. Identify and facilitate gift corrections and adjustments.
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What We're Looking For

- Three years or more of comparable experience in an administrative, assistant, and/or fundraising database capacity.
 - Familiarity with and eagerness to be competent in CRM management systems - specifically Blackbaud Raiser's Edge.
 - Strong attention to detail with exceptional organizational skills; a fast learner with the ability to consistently meet deadlines.
 - Strong computer skills, including proficiency with Microsoft Office and Google Drive, as well as comfort and experience with remote-meeting software (Zoom).
 - Knowledge in leading and managing the execution of processes, projects, and tactics within areas of responsibility.
 - Strong verbal and written communication skills, including the ability to distill complex issues into clear and persuasive messaging.
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Compensation

- 20 hours per week
 - \$22 - \$25/hour DOE
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Ready to Apply?

Please send a resume and a brief cover letter to:
Kris Kamann, Director of Development
kkamann@bk.org