



ST. MARY'S ACADEMY FOUNDATION

550 Wellington Crescent, Winnipeg, MB R3M 0C1
204-477-0244
www.smamb.ca

Career Opportunity: Database and Development Officer

St. Mary's Academy (SMA), a Catholic school for girls rooted in the tradition of the Sisters of the Holy Names of Jesus and Mary, is dedicated to nurturing young women in spirit, mind, and body. The SMA Foundation supports the school's mission and works to ensure long-term financial health and sustainability of the Academy.

We are currently seeking a **Database and Development Officer** to join our Advancement Department. This full-time position (37.5 hours per week, 12 months a year) plays a vital role in supporting SMA's fundraising efforts through effective database management, data analysis, and donor/alumnae engagement.

Key Responsibilities:

- **Database Management & Administration:** Oversee donor and alumnae databases, ensuring data accuracy, security, and integrity; Manage database tools, train staff, and ensure compliance
- **Data Entry & Quality Control:** Manage data entry, perform regular audits, and maintain data standards.
- **Data Reporting & Analysis:** Generate reports, queries, and lists to support fundraising, analyze trends, and provide strategic insights.
- **Donor & Alumnae Relations Support:** Manage donor communications, maintain records, and assist with prospect research.
- **Financial Reconciliation:** Work with the finance department to ensure accurate recording and reconciliation of donations.
- **Support for Fundraising Initiatives:** Provide data support for campaigns and track engagement outcomes.
- **Collaboration & Communication:** Support Advancement Department staff with administrative and project management tasks.

Qualifications:

- Post-secondary education or equivalent experience.
- Minimum 3 years of experience with a constituent management database platform (Blackbaud Raiser's Edge/RE NXT preferred).
- Strong attention to detail, excellent communication skills, and advanced computer proficiency (Microsoft Office 365).
- Knowledge of privacy laws and donor records management (asset).
- Familiarity with CRA guidelines for charitable donations (asset).
- SMA alumnae (asset).

Additional Information: This role may require occasional travel and work outside of regular hours to support events.

**To apply, please send your resume and cover letter to: Kate Hodgert-Fennell,
Director of Advancement and Development khodgert-fennell@smamb.ca 204 478 6031**

This posting will remain open until the position is filled; we encourage interested applicants to apply as soon as possible to ensure consideration.

Join us in making a difference in the lives of young women and empowering them to be the leaders of tomorrow!

We welcome and encourage all inquiries and interest. Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. All applicants are thanked for their interest; those being considered will be contacted. All applications will be held in confidence.