Job Title: Data Operations Manager

St. Catherine's School is an Episcopal day school in Richmond, Virginia, founded in 1890 enrolling 946 girls age 3 through grade 12. Located on a 16-acre campus in the western part of the city, St. Catherine's core values include pursuing academic excellence, developing character, nurturing spiritual growth, celebrating individuals, and building community.

St. Catherine's School provides a rigorous education that prepares girls with diverse perspectives for a lifetime of learning, leadership, and service in a global community.

POSITION OVERVIEW

As a member of the Information Systems team, this individual will oversee and coordinate the School-wide Blackbaud databases ensuring effective communication and application of all modules. This individual must have a firm understanding of Blackbaud’s use across the Admissions, Business, Development, Academic offices, the Website and all features in SaintsNet. This individual must also have a firm understanding of the processes and procedures affecting the flow of information across the school. The ideal candidate is a detail-oriented, flexible team player who is able to balance short-term and long-term projects with minimal supervision.

Supervisor: Director of Information Systems

Supervisory Responsibilities: N/A

Position Status: Salaried, exempt, full-time, regular, 12-month

Hours of Work: Standard work week. Evening and weekend work may be required on occasion.

ESSENTIAL RESPONSIBILITIES

- Serve as the primary contact to Blackbaud including troubleshooting and license renewals
- Manage the School’s Blackbaud K-12 student information system, and serve as a liaison across users of Academics, Admissions, Business, Registrar, Development, and Website areas of Blackbaud
- Coordinate integration and timeline of integrating new systems with Blackbaud
- Analyze needs of the school as they relate to Blackbaud
- Implement strategies to improve efficiency and meet evolving database needs of the school
- Serve as one of the primary Blackbaud contacts for St. Catherine’s and act as liaison between
Blackbaud and St. Catherine’s end users
• Oversee training of new full-client Blackbaud users
• Help users to assess and diagnose problems
• Pursue on-going professional development and Blackbaud skill-specific training to accomplish responsibilities associated with the position
• Manage the School’s public website and navigation to ensure a positive user experience
• Manage accurate and timely public website content updates to align with academic, enrollment, and fundraising priorities
• Manage admin access and system permissions, to ensure website availability and to troubleshoot issues with the website platform provider

REQUIREMENTS AND QUALIFICATIONS

• Bachelor’s degree and 1-3 years of relevant experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above
• Creative, energetic, and positive as he or she encourages users and assesses the usage of Blackbaud across the school
• Demonstrate adaptability to new and evolving technology, and the ability to show innovation and vision related to the efficient processing of information related to this role
• Proficiency in use of technology: Microsoft Office (Word, Excel, and PowerPoint) and willingness to learn additional tools (e.g., Google Workspace for Education)
• Strong analytical, organizational, and interpersonal skills are essential
• Proficient with common website customization tools
• Strong organizational skills and attention to detail. Excellent planning, prioritization, multitasking, and follow-through in execution of responsibilities. Excellent quantity, quality, accuracy, and timeliness of work produced.
• Cooperation, collegiality, and commitment to teamwork
• Flexibility to work evenings and weekends for school events as needed
• Demonstrate proficiency with oral and written communication
• Experience in K-12 education or higher education setting is a plus

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this position, the employee is required to sit; stand; walk; use hands to manipulate, handle and feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch and crawl; talk and hear; engage in moderately strenuous physical activity both indoors and out; and smell. The employee may occasionally lift or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to become CPR and First Aid Certified.
TRAVEL

Occasional overnight and out-of-area travel may also be required for special events.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

St. Catherine’s School does not discriminate on the basis of race, gender, sexual orientation, or national and ethnic origin in the administration of its hiring practices. St. Catherine’s School is committed to providing an inclusive educational environment. We actively engage students, families, faculty and staff from diverse backgrounds and experiences. Our School community respects the differences in ethnicity, race, religion, sexual orientation and socioeconomic status. Consistent with the School’s mission, St. Catherine’s fosters in our students, and experts from all others, respect for the dignity and wholeness of every person. For more information about the school’s Access, Equity and Belonging please follow this link https://www.st.catherines.org/about/access-equity-and-belonging.

BACKGROUND CHECK STATEMENT

Each employee’s employment and continued employment is contingent upon the authorization for and completion of a successful background check – in the School’s ultimate opinion. Such background check may involve criminal, credit, abuse and neglect and/or driving records. The School may request authorization for a background check at any time. Failure to authorize the School to conduct a background check may result in an applicant not being considered for a position and an employee to be terminated. As a result of their contact with students, employees may also be required to provide proof of vaccination for COVID-19 in accordance with the school’s COVID-19 vaccine mandate or request an accommodation.

Note: This position description has been designed to indicate the general nature and level of work to be performed by employees within this classification. This position description should not be interpreted as a comprehensive inventory of all duties and responsibilities required or assigned to an employee in this position. Nothing contained in this position description restricts St. Catherine’s School’s right to assign or reassign duties and responsibilities to this position at any time.

To apply for this position https://apply.workable.com/st-catherines-school/j/1DB7E0FAB6/.