



Development Data Strategy & Research Director

Seattle Academy
Seattle, Washington

Seattle Academy is a dynamic community that challenges students to question, imagine, and create in order to contribute boldly to a changing world. SAAS' diverse faculty is exceptionally qualified, strong academically, and combines rich life experience with a passion for their disciplines. The school's teaching philosophy is geared toward its mission and guiding principles of Culture of Performance, College and Life, Know the Kid, and Inclusive Community.



Development Data Strategy & Research Director

The Development Data Strategy and Research Director provides strategic leadership in the areas of database management, database integrity, reporting, data analysis, prospect research, and campaign data management. This role oversees the day-to-date operations of the Development database and assures high standards of quality, consistency, and accuracy. The Development Data Strategy and Research Director reports to the Director of Development and supervises two Database Managers.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com



Major Responsibilities

- Oversee the development database (Veracross) strategy and management
- Design a data management plan to ensure data integrity, regular audits of information and data analysis to support fundraising goals
- Develop and provide regular financial reporting, lists for review and materials showcasing donor activities for the development team and committee meetings
- Lead data modeling efforts, including the creation and analysis of income and prospect-driven dashboards, reports, donor pyramids, gift tables, etc.
- Partner with the Business Office on reconciliation, monthly reporting, and regulations and guidelines as they pertain to fundraising, gift processing, and gift accounting
- Build research capabilities within the team, overseeing profile creation for individual major donors, foundations and corporate prospects
- Oversee the moves management process by documenting prospect-related activities, cultivation details, relationships, and interests in the database to support ongoing donor/prospect stewardship



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com



Job Requirements

Experience

- 5+ years of development database management experience
- Experience working with moves managements and/or prospect research
- Management experience desired

Education

- Bachelor's degree required

Skills & Attributes

- Excellent interpersonal, organizational, verbal and written communication skills required
- Strong attention to detail
- Familiarity and enthusiasm for the school's mission
- Strong project management skills and ability to coordinate a variety of tasks simultaneously and consistently follow up on details
- Must be able to function independently and in close cooperation with others



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com



Interested Persons Contact

Jonathan K. Ball
Managing Associate
Carney, Sandoe & Associates
617-933-3450 (dir)
jball@carneysandoe.com

All inquiries and nominations are kept confidential.

Seattle Academy provides Equal Employment Opportunities to all applicants without regard to race, color, religion, sex, gender, gender identity, gender presentation, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with the applicable federal, state, and local laws. SAAS offers a competitive salary and excellent benefit package.



Carney
Sandoe
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com