

Job Description

Job Title:	Database Administrator
Hours of Work:	A total of 3 days per week: we are flexible on the days and the allocation of hours per day.
Department:	Development and Old Stoic Office
Accountable to:	Old Stoic Society Director
Number of direct reports:	0
Budgetary responsibility:	0
Location:	Development and Old Stoic Office
Purpose of the role:	<p>The Old Stoic Society supports Old Stoics throughout their lives by means of support, activities, connections, and members' services. The department's database, currently 'Raiser's Edge' (RE), is part of the lifeblood of the team, and crucial to its success. We are looking for a Database Administrator to manage this essential role in assisting with the smooth and successful implementation of Fundraising, Old Stoic Society and Alumni strategies. This role requires enthusiasm for working with data, diligence, accuracy, consistency, and precision.</p> <p>Working as an integral part of a small, friendly team, the Database Administrator has an essential role in effectively running "the engine" of our operation – our database! The work carried out is fundamental to increasing our donor prospect pool and creating a more streamlined approach to donor management and alumni engagement. You will be confident planning and priority setting, prioritising what's important to the department's objectives, scheduling daily, weekly, monthly, and annual data entry work as well as planning for peaks and troughs in workload. You will be experienced in handling, inputting, and using data and databases and be familiar with data protection legislation, data cleansing and good practice.</p>
The Stowe Group	
<p>The Stowe Group of schools (Stowe, Swanbourne House and Winchester House) was created in January 2021 and offers education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,400 pupils and 600 members of staff. The Schools occupy sites of historical significance in Swanbourne (Buckinghamshire), the market town of Brackley (Northamptonshire) and the world-famous landscaped gardens at Stowe (Buckinghamshire), where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time.</p> <p>In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.</p>	

The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

Key Tasks:

Key Responsibilities and Accountabilities:

- To manage the Raiser's Edge database and maintain the integrity and accuracy of the data.
- To optimise and help colleagues to use the database for fundraising appeals, event management, generating reports and queries, processing all gifts and providing professional support and training to internal users.
- To assist the wider Development and Old Stoic Team with events and initiatives relating to fundraising and alumni management objectives.
- To ensure the database is up to date and complies with data protection legislation.
- To adhere to statutory Health and Safety and Data Protection Legislation at all times

Key Tasks

- Manage the Raiser's Edge database for the three schools in the Stowe Group, including the organisation and cleansing of the data, data entry, support to staff and monitoring software updates.
- Optimise and maintain the 'back-end' of Raiser's Edge. Configuring back-end tables to reflect the changing data needs and requirements of the Development Office, Old Stoic Society and the alumni community.

- Ensure the accurate and timely input of data relating to: recent leavers, new joiners, the alumni community across the Stowe Group, former parents, former teachers, staff, prospective and current donors.
- Work in collaboration with Data Controllers within The Stowe Group to ensure smooth processing of data between School databases
- Maintain rigorous control of gift administration. This includes timely and accurate processing of all gifts, including pledges, cheques and online donations, and the associated gift aid paperwork. Ensure colleagues are advised when new gifts arrive.
- Work with Finance colleagues to reconcile donations and gift-aid status within Raiser's Edge in relation to the Stowe School Foundation and Stowe House Preservation Trust accounts. Report and investigate any discrepancies and cross check against banking records and statements.
- Ensure gift-aid documentation is complete, and all details are shared with the Finance Department. Provide paperwork for financial auditing purposes.
- Produce a monthly financial gift report for Finance colleagues and any additional ad-hoc reports as required.
- Generate queries, data exports and reports as required for mailings, events, fundraising appeals, research and general communication. Ensure all data inconsistencies and duplications are corrected, and trends, patterns and another other useful information is highlighted.
- Ensure key data is complete, including that solicit codes, salutations, names, opt outs, and other information accurately reflects constituent preferences.
- Be responsible for time-sensitive data-capture, data segmentation, gift processing, survey updates and other data handling processes that are necessary for successful telephone campaigns and annual Giving Days across the Stowe Group.
- Act as the data protection guardian for Stowe Group data within Raiser's Edge. Ensure that the collection and use of personal data by the various teams comply with all data protection and privacy legislation and best practice.
- Process Old Stoic deaths on Raiser's Edge and produce condolence letters for next of kin. Send copies of The Corinthian magazine to next of kin in a timely manner.
- Work with the General Office to identify children of Old Stoics for the Blue Book.
- Create new system users on Raiser's Edge and facilitate the roll-out of login details and train new users in Raiser's Edge across the Stowe Group as needed.
- Monitor the Old Stoic Society inbox and respond to queries where applicable.
- Process returned mail and source alternative contact details and update the database.
- Be responsible for sending out birthday cards to Old Stoics on a monthly basis.

- Contribute to the process of identifying prospective donors and use the database as a stimulus for that activity.
- Undertake ad-hoc tasks to assist the team as required.

Person Specification: The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Education to A-level standard 	<ul style="list-style-type: none"> •
Specialist Skills and Experience	<ul style="list-style-type: none"> • Planning & Priority Setting: Prioritising what's important to the department's objectives; scheduling daily, weekly, monthly and annual activities, planning for peaks and troughs in workload. • Database Management: experience in handling, inputting and using complex data and databases. • Research: having the rigour to unearth opportunities or issues within our database. • Familiarity with data protection legislation, data cleansing and good practice. 	<ul style="list-style-type: none"> • Experience using Blackbaud's 'Raisers Edge' database programme.
Personal Qualities	<ul style="list-style-type: none"> • Mature, congenial and enthusiastic personality. • Great attention to detail • Strong team-worker – ability to thrive and collaborate in a small, closely-knit, and dedicated team. • Able to work on one's own initiative when required. 	<ul style="list-style-type: none"> •

	<ul style="list-style-type: none"> • High levels of personal discipline to complete a task. • Excellent organisational skills. 	
This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder		
Date Agreed: 26/03/24		

Our Values					
					
Value scales:					
This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role	
1	2	3	4	5	
In the role of Database Administrator we are looking for Change Makers who are (please highlight as appropriate):					
Professional:	1	2	3	4	5
Creative Problem Solvers:	1	2	3	4	5
Kind:	1	2	3	4	5

Flexible:	1	2	3	4	5
Collaborative:	1	2	3	4	5
Communicator:	1	2	3	4	5