



Position:

We are seeking a motivated and dedicated Database Manager. The Database Manager is responsible for maintaining and administering the school's databases and assisting with information management of our school community data. They will also aid administration, faculty, staff and our Bright School community for any information, reports or manipulation of data stored within these systems. This position will serve to ensure that our databases are well maintained, current, and efficient at all times. This position will report to the Director of Technology. Bright is an equal opportunity employer, and we strongly encourage candidates of all backgrounds, genders, and abilities to apply.

About Bright School

The Bright School was founded in 1913 by progressive educator Mary G. Bright and currently enrolls about 350 students from junior preschool age 3yrs. to fifth grade. From junior preschool through the elementary years, our school provides a seamless transition from grade to grade, each year building upon each other to prepare graduates for middle school and beyond. The majority of our graduates continue on to the best middle and high schools in Chattanooga and later to college. Our curriculum and activities are a blend of the hands-on and personalized learning upon which Miss Bright built her school and innovative practices of today that nurture and challenge students.

Our Mission The Bright School builds a foundation upon which students become wise and compassionate citizens of the world. Its century of progress fosters the intellectual, artistic, physical, and moral growth of young boys and girls.

Essential duties and responsibilities include:

- Organize and update all record maintaining policies in relation to the school's databases.
- Manage all new, current, and former student records and other data within Blackbaud, Raiser's Edge, and any additional databases used by Bright School.
- Maintain all information changes within Blackbaud as well as ensuring all data in the Blackbaud database is clean, accurate and up to date.
- Manage and troubleshoot the Parent Portal used by the school community. This will include working with Blackbaud to provide essential information relevant to our parents via the portal as well as helping users of this portal experiencing difficulty.
- Customize labels/messages throughout the community, create calendars, and resource boards for the school community within Blackbaud.
- Assign roles and personas
- Import class lists and classes within the Blackbaud Management System.
- Organize and manage the grade reporting cycle, as well as publish report cards.

- At the end of each trimester, an attendance summary will be printed and distributed to classroom teachers and administration.
- Perform end of year/start of year system rollover (enter term dates, graduate students, etc.)
- Work with the Director of Communication and Marketing on school electronic mailings using Constant Contact and Blackbaud. The Database Manager will be responsible for maintaining and managing the distribution lists within this database. They will also follow-up and troubleshoot with individuals not utilizing this school service.
- Work with the Director of Communication and Marketing and the Parents' Association to create the student/parent/faculty directory.
- Work with and assist the Admissions and Development office to best utilize and manipulate information stored within the Blackbaud and Raiser's Edge databases.
- Maintain updates to Raiser's Edge for alums, current parents, and donors.
- Generate mailing lists/labels as necessary for development correspondence and the annual magazine.
- Generate and manage mail merge letters for development correspondence.
- Create and produce admissions decision mailings as well as other school mailings using information within Blackbaud and Raiser's Edge.
- Produce statistical reports for administration and board meetings.
- Additional support for the front office as needed.
- Other duties as assigned by the Director of Technology.

The ideal candidate will have the following qualifications:

- Proficient working within a website interface.
- Working knowledge of Windows 10 & 11 as well as Google Suites
- Organized and attention to detail required

Physical Demands/ Work Environment

- Part-time position of 15 hours/week
- Requires extended time working on a desktop computer

Required Qualifications:

- Bachelor's Degree, with database experience preferred
- Upholds our Bright School Operating Principles:
 - We honor our commitments.
 - We invest in and support each other's development.
 - We hold confidences.
 - We treat everyone with respect and kindness.
 - We have fun in our work.

To apply, please send a cover letter and resume to Renee' Kropff, Assistant Head of School for Operations and Technology, at Rkropff@brightschool.com.

Learn more about The Bright School at www.brightschool.com.