



THE NEW SCHOOL

Curiosity · Character · Community

The New School seeks a Database Coordinator to contribute to the success of the Office of Advancement and Information Technology at the school through management of data, research, reporting, and analysis.

The New School is Northwest Arkansas' premier independent school providing a student-centered, innovative education for more than 400 students in preschool through grade 11. With a low student-to-faculty ratio, our students are known and cared for by an excellent faculty in an encouraging atmosphere. The New School fosters a learning environment centered on innovation, creativity and personal attention. Settled on a beautiful 26-acre wooded campus that is Natural Wildlife Habitat certified, our facilities include a 350-seat auditorium and dance and art studios.

Responsibilities:

- Oversee data management of development activities (gift entry, donor records and communications including thank you notes and tax receipts).
- Point of contact for Senior Systems to include creating and maintaining user accounts for faculty, staff, parents and students; data entry; and coordination with Business Office to maintain reporting periods.
- Create and maintain family contact information as well as various e-mail lists.
- Create and maintain the emergency notification system.
- Other duties as assigned.

Qualifications:

- Bachelor's Degree in Business, Marketing, Communications, or related field.
- A minimum of two years prior related experience preferred.
- Experience with Senior Systems a plus.
- Advanced proficiency in Microsoft Office applications; specifically, Excel and Google platform.
- Demonstrated ability to build relationships with stakeholders at all levels within the organization and in the community.
- Excellent communication skills; can work independently and with sound judgment.

Apply online at www.thenewschool.org