

St. Joseph's Preparatory School

POSITION TITLE: DATA MANAGER

DEPARTMENT: INFORMATION TECHNOLOGY

FLSA STATUS: EXEMPT

REPORTS TO: DIRECTOR OF IT

ORGANIZATIONAL SUMMARY:

St. Joseph's Preparatory School is a Catholic, Jesuit, independent four-year college preparatory school located on the northern edge of center city Philadelphia. Founded in 1851, this highly-selective, all-male school serves over 900 young men in their pursuit of becoming "men for and with others." Students come from diverse economic, geographic, racial and ethnic backgrounds from throughout the Philadelphia metropolitan area. The Prep develops leaders of intellectual distinction, men of faith and integrity, men who are committed to social justice and community service, men open to growth, and men who are loving. At the Prep, classroom and chapel intersect with the religious formation of mind and heart.

St. Joseph's Preparatory School is committed to building a culturally diverse educational environment, with a focus on diversifying our staff. We are seeking colleagues who can work and teach in these and other areas while contributing to the diversity and excellence in our programs and courses through their research, teaching and service. As a Jesuit institution, these values are pillars of our education. We strive to establish a community more representative of the student body and city we serve

POSITION SUMMARY:

The Data Manager will be responsible for leading the development and implementation of data management strategies, policies, processes and procedures to support our goal of becoming a more data-informed institution. She/he will work within internal data management systems, currently primarily using Blackbaud platforms, including student data management, development data management and financial data management. The Data Manager will work closely with Academics, Development, Admissions, Marketing and Finance as well as collaborate with cross-functional stakeholders to support departmental goals and activities as well as use data analysis and reporting to help inform future activity. The Data Manager will work within the school's various databases inputting and extracting data, writing reports and providing analysis to stakeholders to develop a more proactive approach to data management.

KEY RESPONSIBILITIES:

- Will be the main resource for retrieving information from Blackbaud databases.
- Will learn the definitions and implications of the various permissions granted through Blackbaud roles, and will adjust, assign, and/or create roles in Blackbaud to ensure employees can access information as authorized and perform required tasks.
- Serve as an internal consultant to Academics, Development, Admissions, Marketing and other key areas of the school to leverage data and data analytics to inform operations, planning and strategy.
- Serves as the Prep's main liaison with Blackbaud regarding the performance and capabilities of Blackbaud products.
- Work collaboratively with the Assistant Principal, Academics on the registration process. Create and generate necessary academic reporting to assist in annual academic processes.
- Partner with Development on reporting for fundraising and donor cultivation. Create reporting as requested to support the needs of the department.
- Partner with Finance to access data from Financial Edge for reporting.
- Partner with Admissions to access data in Enrollment Management System for reporting as well as trends to inform strategy and planning.
- Partner with Academics over the school year by entering students' course requests into Blackbaud and set-up Blackbaud Academics for the subsequent academic year; maintaining course requests and enrollments in Blackbaud and ensuring the list of classes in Blackbaud reflects the Program of Studies.
- Assist Academics with generating the master schedule, teacher schedules and student schedules for the upcoming year as well as adjusting schedules during the drop/add period and assisting with midpoint marking periods.
- Assist in analyzing data in Raiser's Edge and Financial Edge to inform reporting as well as trends to inform planning.
- Configures and then modifies settings for the Enrollment Management, Student Information System, Learning Management System, Land Communications System

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- Performs the annual Master Rollover- including academic year and setup as well as migration of academic information to Raiser's Edge and Financial Edge, as needed.
- Prepares and manages the setup of parent accounts
- Oversees the coordination of data between various Blackbaud databases and internal platforms, programs and software.
- Regularly attends webinars and training to keep current on Blackbaud products
- Demonstrate willingness to learn and develop familiarity with internal databases and software (FMX, Flextime Manager, Ruvna, Orah, CCure Access Control, etc.) to better maintain and align organizational data.
- Manages access to internal databases
- Responsible for troubleshooting issues
- Conducts data maintenance including overseeing data hygiene and the ongoing process of maintaining clean and accurate data. Manages data imports, exports, and archiving of data.
- Provides user training, support, and feedback
- Works with Manager and key stakeholders to approve changes to the database
- Other duties as assigned

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- Bachelor's degree in related field or equivalent work experience required.
- Experience working with Blackbaud platforms and software, specifically: Raiser's Edge; Financial Edge and Education Management Solutions.
- Strong understanding of database structures, theories, principles and practices.
- Working technical experience with how database servers function as well as enterprise systems.
- Practical knowledge of database interoperability.
- Understanding of how to be an internal consultant.

DESIRED COMPETENCIES:

- Ability to work independently as well as on teams
- Strong relational skills
- Cross-organizational thinking

To be considered for an interview, please submit the following information to the Office of Human Resources at hr@sjprep.org or mail to:

Joseph Dougherty, Director, Human Resources
St. Joseph's Preparatory School
1733 West Girard Avenue
Philadelphia, PA 19130

Deadline: November 17, 2025

- Cover letter
- Resume
- List of three references (contact info only)

For information on our mission and characteristics of the school, please visit our website at www.sjprep.org

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