

Diocese of Nashville

<https://dioceseofnashville.com/job/data-services-coordinator/>

Data Services Coordinator

Description

The Data Services Coordinator supports the development efforts of Overbrook Catholic School (OCS) and St. Cecilia Academy (SCA). Established in 1936, OCS is a preschool-3 through 6th grade coeducational independent school. SCA, established in 1860, is a 7th through 12th grade all-girls independent school. The schools are owned and operated by the Dominican Sisters of St. Cecilia Congregation.

This position plays a key role in strengthening development operations and donor relations through accurate data management, reporting, and analysis. The ideal candidate will have strong organizational and project management skills, a keen eye for detail, and a passion for supporting Catholic education and mission-based work.

Department: Development

Reports to: Director of Development

Full/Part-time: Full-time non-exempt

Key Responsibilities

Database and Gift Management

- Serve as the lead staff member for all data services and database management in Raiser's Edge.
- Maintain accurate donor, alumni, and constituent records, including demographic, professional, and giving information.
- Process and acknowledge all charitable contributions; ensure timely and accurate gift entry and reconciliation.
- Maintain records of restricted gifts, pledges, and charitable giving summaries.
- Develop and maintain data policies, procedures, and user documentation.
- Train and support development staff in database functionality and best practices.

Reporting and Analysis

- Produce regular (weekly, monthly, annual) reports for Development and Business Offices.
- Generate queries, lists, and detailed reports to track fundraising goals, trends, and results.
- Identify opportunities to improve data processes and reporting to enhance fundraising strategy.

Prospect Research and Donor Relations

- Conduct prospect research and assist with donor proposals for annual and capital projects.
- Generate donor impact reports and maintain donor stewardship records.

Hiring organization

Overbrook Catholic School and St. Cecilia Academy

Job Location

Nashville, TN

Date posted

October 17, 2025

Valid through

30.01.2026

Please submit a cover letter and resume to Maria Doherty at dohertym@dominicanampus.org

- Provide excellent customer service for donors and parent volunteers.

Event and Campaign Support

- Support the planning and execution of fundraising, stewardship, and cultivation events.
- Manage event registration systems, invitation lists, nametags, check-in materials, and mailings.
- Coordinate direct mail and email campaigns, including mail merges and postal account management.

Collaboration and Communication

- Work closely with Admissions, Registrar, IT, Human Resources, Business, and Communications offices to ensure timely and accurate data sharing.
- Maintain a comprehensive filing system (digital and physical).
- Participate in department meetings and support special projects and other duties as needed.

Qualifications

- Bachelor's degree in nonprofit management, communications, business, or a related field (preferred).
- Minimum of 3 years of experience in nonprofit development, preferably in an educational or faith-based organization.

Skills and competencies

- Proficiency with Microsoft Office Suite; experience with Raiser's Edge, Raiser's Edge NXT, Blackbaud Education, and GiveSmart strongly preferred.
- Knowledge of fundraising best practices in gift processing, stewardship, and donor relations.
- Exceptional organizational, administrative, and project management abilities.
- Strong written and verbal communication skills.
- High level of integrity and discretion in handling confidential information.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Collaborative, service-oriented mindset with a commitment to excellence.

Working conditions

- On-site position with occasional evening or weekend responsibilities.
- Requires extended periods of computer work and desk time.

Mission alignment

- Demonstrated support for and alignment with the mission and values of Overbrook Catholic School and St. Cecilia Academy.

Please visit www.overbrook.edu and www.stcecilia.edu to learn more about our schools' missions.

To apply

Please submit a cover letter and resume to Maria Doherty at

dohertym@dominican-campus.org