Rockway Mennonite Collegiate, a dynamic Christian Anabaptist independent school (over 280 students in grades 7-12) that walks with students as they become responsible, compassionate and globally-minded learners, invites applicants for the permanent part-time position of Database Coordinator.

This self-motivated and independent member of our team will work with the Director of Advancement with a specialized focus on database coordination. This hourly position is approximately 24 hours per week and supports Rockway’s annual fundraising goals and communications.

The successful candidate will:

- Be inspired by the mission and vision of the school and sympathetic to its Mennonite and Christian faith traditions and Student and Graduate Vision values (www.rockway.ca)
- Understand the importance of confidentiality and adhere to all Canadian privacy legislation as it pertains to fundraising and communications e.g. PIPEDA, CASL
- Be an active and collaborative member of the Rockway Staff, demonstrating empathy and compassion throughout your work
- Enjoy working in a fast-paced environment and creatively contributing to numerous projects - providing database support to fundraising and alumni events, direct mail and newsletters, grant-writing, major gifts, monthly giving, and legacy giving – in fulfillment of Rockway’s mission
- Be driven to provide donors with the highest standard of ‘customer service’

Required Education and Work Experience:

- Must have experience working with CRM databases, ideally Raiser’s Edge and NetCommunity database solutions
- Understanding of and experience in the charitable sector in fundraising, ideally in a school or small non-profit setting
- Undergraduate degree or college diploma in fundraising or communications, or a related field
- Excellent oral and written communications skills and interpersonal skills
- Excellent telephone and computer skills, including such programs as Google Applications, Microsoft Office (Word, Excel, Publisher, and PowerPoint)
- Exceptional organizational and planning skills
- Flexibility to work some evenings and weekends, and to work remotely from home
- Experience working with volunteers and volunteering

As a Living Wage employer, Rockway offers competitive compensation commensurate with experience and a complete benefits package.

Rockway is committed to accommodating applicants with disabilities throughout the hiring process and to maintaining an inclusive work environment. Please let us know at the time of contact if you require accommodation and provisions will be arranged.

**Resumes and cover letters are to be submitted to advancement@rockway.ca.**

While Rockway values all applicants, only those candidates who qualify for an interview will be contacted.