

THE BENJAMIN SCHOOL

Database Specialist

North Palm Beach, FL

The Benjamin School, an independent co-educational prep school from Pre-K 3 through 12th grade, is seeking to hire a detail-oriented Database Specialist for the North Palm Beach campus. The Database Specialist will assist in processing all incoming gifts in our database system. This role is vital in maintaining strong donor relationships and supporting fundraising efforts. The Database Specialist position reports to the Development Database Administrator.

Essential Job Functions

- **Gift Processing:**
 - Ensure gifts are properly coded according to fund designations, campaign affiliations, and other criteria.
 - Research and resolve any discrepancies or missing information related to gifts.
 - Review gift batches and generate reports for reconciliation and audit purposes.
- **Data Management:**
 - Maintain the accuracy and integrity of donor information in the development department's fundraising and Customer Relations Management solutions storage systems.
 - Assist with maintaining donor records in the Education Management solution and updating existing records as needed.
 - Duplicate record management to maintain database integrity.
 - Assist with data transfer from other systems using specific file transfer protocols.
- **Reporting & Acknowledgments:**
 - Generate reports on gift activity, trends, and donor-giving patterns.
 - Prepare and distribute donor acknowledgment letters and receipts in a timely, accurate manner.
 - Work with development staff to ensure clear communication of donor intent.
- **Other Duties:**
 - Maintain physical files related to gift processing.
 - Provide support to the Development and Finance teams as needed.
 - Stay current on best practices in gift processing and database functionality.
 - Other duties as assigned

Required Skills and Abilities:

- Exceptional verbal and written communication skills
- Excellent organizational skills and attention to detail; ability to prioritize and work independently, and address several challenges simultaneously
- Possession of a pleasant and collaborative style in the workplace, including a professional attitude
- Ability to communicate effectively with all constituents in a school environment
- Well-versed in technology, various software suites, and office equipment related to the position, including database expertise
 - Proficient in Google Suite (Docs, Sheets, Gmail)
 - Proficient in Microsoft Office Suite (Word, Excel)
- Ability to maintain confidential information
- Ability to prioritize and delegate tasks
- Proven experience using a constituent relationship management system

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- Blackbaud Raiser's Edge or similar solutions preferred
- Ability to work independently and as part of a team

Education and Experience:

- Bachelor's Degree preferred, or a combination of relevant certifications, skills, and experience may be considered instead of a degree.
- The salary range is commensurate with education and experience.
- Technical experience, including query building, data structure, and organization, is preferred

Key Expectations of all TBS employees:

- Demonstrates support for the school's mission and policies
- Consistently models The Benjamin School values
- Builds positive interpersonal relationships with colleagues by establishing effective communication through listening, responsiveness, openness, availability, and approachability
- Takes initiative and ownership in displaying a positive work ethic and behaviors, and encourages this attitude in others
- Maintains proficiency in the field through personal and professional development that strengthens the role and the school

Physical and Work Requirements

- This position is in-office, rather than remote, so we can stay closely connected and support the team's daily needs.
- Prolonged periods of sitting and computer work
- Occasional movement around the office and the ability to lift/move up to 15 pounds
- Ability to work more than 8 hours per day, including evenings and weekends as needed
- Travel for meetings, events, and professional development

Salary: \$57,000-\$63,000 commensurate with experience

The Benjamin School offers an outstanding benefits package, including comprehensive Medical, Dental, and Vision; AFLAC; 403(b) Retirement; Paid Time Off; Flexible Spending; Student Tuition Discounts; Educational Assistance; and School-paid Basic Life Insurance and Long-Term Disability. Additional information is available at www.thebenjaminschool.org.

If selected to advance in our hiring process, you will be required to complete both a background check and a drug screening. In accordance with state regulations, your background check will be conducted through the Florida Care Provider Background Screening Clearinghouse.

For more information about the Clearinghouse, including its purpose, FAQs, and additional resources, please visit: <https://info.flclearinghouse.com/>

Kindly email your resume and letter of interest to Michael.Maiselson@thebenjaminschool.org.

No telephone inquiries, please.

DFWP/EOE

5/13/2026