

Zurich International School (ZIS) is a leading non-profit day school offering a comprehensive international education program for students aged 3 to 18 in the greater Zurich area.

We are seeking for the School's Community Relations Team in Wädenswil as soon as possible:

Database Manager 50%

The Database Manager is responsible for making the best use of the Blackbaud Raiser's Edge / NXT database to support the work of the Community Relations Team, including the Annual Fund and Capital Campaign, the alumni program, and school events.

Main duties:

- providing all database support for the work of the Community Relations Team, including
 - entering constituent information and maintaining its accuracy
 - providing database and administrative support for fundraising appeals, including generating mailings, inputting gifts, producing acknowledgments and analyzing donor data
 - organizing internal and external constituency mailings (paper / electronic)
- developing a comprehensive knowledge of data and its manipulation using Raiser's Edge and NXT
- ensuring data integration and consistency with the school's other data systems and creating and maintaining efficient workflows
- conducting donor prospect research and profiles as availability allows
- miscellaneous database and other support activities for Community Relations department projects as appropriate

You should have good analytical skills, knowledge of and experience with database systems (and with Blackbaud products a plus), a high attention to detail, ability to work independently, and good people skills. Strong English language ability and German language proficiency are required.

We offer a challenging position in a friendly and international environment with up to date tools and market driven employment conditions.

Please apply to ZIS directly using the application button www.jobs.ch or our online system through the employment page of our school website www.zis.ch