



Sacred Heart College

AUCKLAND

Database Administrator

Sacred Heart College Development Foundation is seeking to appoint a part-time, permanent, Database Administrator. Your skills in data management and attention to detail will directly support the Development Foundation's work, ensuring high quality data is maintained for fundraising, capital projects and community engagement.

Key responsibilities as Database Administrator include:

- Maintain and update the Raiser's Edge database
- Ensure data accuracy, consistency, and confidentiality
- Generate reports to support campaigns and donor engagement
- Track donations, pledges, and giving history
- Support data-driven decision making and planning
- Liaise with IT to ensure ongoing system performance and version compliance
- Train staff on database use as needed
- Assist the Development Foundation Office with data-related tasks as needed

Ideally you will bring the following attributes or possess the following skills:

- Experience with Raiser's Edge or a similar database administration role
- Strong data management and analytical skills
- Skilled in generating reports and interpreting data
- Excellent organisational and communication skills
- Ability to work independently and in a team orientated environment and maintain confidentiality
- Strong problem solving and interpersonal skills
- Attention to detail and accuracy

Experience with Raiser's Edge or another CRM/database system would be ideal but is not essential. Training will be provided to the preferred candidate.

Commencement date to be negotiated. Hours of work are 12 hours per week term time only.

Applications close: 16th June 2025



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Please email a letter of application and a copy of your CV to: Melanie Inglis, Manager of Recruitment/HR on recruitment@sacredheart.school.nz. In the subject line please specify the position you are applying for.