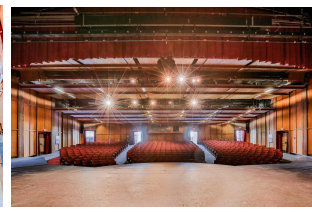
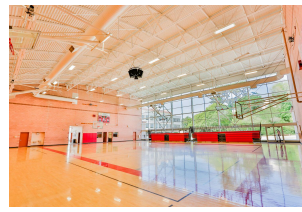


Life changing. World changing.



Chinese American International School seeks a

## Database and Operations Advancement Associate

*This is an English language position; NO Chinese language proficiency required.*

**Non-exempt, part-time or full-time position**

**Part-time:** \$35-\$45/hour (20-24 hours a week) – *remote optional*

**Full-time:** \$65,000-\$80,000 a year – in office

### OPPORTUNITY

The Database & Operations Advancement Associate, reporting to the Assistant Director of Advancement, plays a key role in supporting the Advancement Office database and operations. They are responsible for directing the maintenance and operation of the Advancement database, including managing the database integrity, documenting existing and creating new processes, and making recommendations to improve operational effectiveness. CAIS is offering this position as either a remote optional part-time or an in-person full-time position.

### MAIN AREAS OF FOCUS AND RESPONSIBILITY

- Serve as the primary database administrator
- Process all gifts to CAIS
- Quarterly reconciliation with the business office
- Support yearly audit (July)
- ShowCAIS (annual fundraising gala) support

### SPECIFIC DUTIES (*not limited to*)

#### Donor Recognition

- Oversees and manages the gift entry and acknowledgement process, ensuring accurate and timely processing of gifts and pledge reminders through Veracross.
- Ad hoc timely gift acknowledgment emails and annual gift acknowledgement letters for tax purposes.

#### Database and Software Management

- Develops and maintains efficient systems in Veracross for data entry and clean up, gift processing, and donor moves management.
- Creates and pulls database queries from Veracross as requested.
- Assists the Assistant Director and Director of Advancement in analyzing data to determine giving trends and outcomes for the department.
- Manages updates, upgrades, and reporting issues related to Veracross database.
- Future software research, implementation, and management (i.e. peer-to-peer fundraising platforms and/or event software).
- Creating donor profiles using wealth screen software (iWave), past giving information, personal information, etc.

- Work with the Director of Advancement to create reports related to major/ leadership donors that will help guide cultivation and stewardship efforts.

#### **Donor Services Research and Management**

- Collaborates with the Business Office to ensure that all gift revenues are properly recorded; provides quarterly gifts reconciliation.
- Works with Business Office to provide documentation needed for annual audits (July)
- Manages pledge tracking and reminder process to ensure pledge fulfillment of annual fund and ShowCAIS before by fiscal year end.
- Pulls, reviews, and updates mailing lists for the department’s direct mail campaigns.
- Regularly enters gifts into Veracross using CASE standard protocols.

#### **ShowCAIS (Annual Gala) Support**

- Outreach support to secure online auction items.
- Enter sponsorships, online auction items, live auction packages and ticket sales data into event software ensuring accuracy.
- In-person event day support (May 17, 2025)

#### **Additional Duties for Full-Time Employment Only**

- Event support – work with the Parent Engagement and Events Manager to execute cultivation and stewardship events.
- Annual Fund – work with the Assistant Director of Advancement on the Annual Fund as needed.

Other duties as assigned by the Assistant Director of Advancement

#### **ESSENTIAL REQUIREMENTS**

- Previous work experience required
- Bachelor’s Degree in related field
- Demonstrate ability to lead teams collaboratively and achieve objectives
- Familiarity with computers and social media
- Ability to think ahead and plan strategically
- Ability to organize and manage multiple priorities
- Excellent interpersonal and communication skills
- Commitment to school Mission, Values, and Vision

- Initial and continued tuberculosis clearance
- Initial and continued criminal background clearance by DOJ and FBI

#### **VALUED (but not required) SKILLS and EXPERIENCE**

- Comfortable working with various data programs
- Ability to speak, read, and write Mandarin and English
- Experience in soliciting feedback from community

## COMPENSATION & BENEFITS

The CAIS Board of Trustees and administration are expressly dedicated to ensuring that CAIS is a great place to work. The school is committed to attracting, developing, retaining, and rewarding top-tier team members with a strong benefits package. The salary range for this position depends on experience and whether the position holder wishes to be part-time or full-time:

- **Part-time:** \$35-\$45/hour (20-24 hours a week) – remote optional
- **Full-time salary:** \$65,000-\$80,000 a year – in office

Please see the final page for a description of benefits for this position if full-time.

## ABOUT CAIS

As the nation's first Mandarin Immersion Preschool through 8th grade school, CAIS embodies our [mission](#) by working continuously to maintain our role as a leader in immersion education. We are known as an ambitious school, and we are making substantial progress on our [multi-year vision](#) to reimagine immersion, reimagine our culture of learning, reimagine character and community, and reimagine our learning spaces. Our entire community is beginning the school year at our newly renovated [campus on 19th Avenue](#).

## TO APPLY

CAIS's commitment to [diversity, equity and inclusion](#) is central to our mission. People of color and LGBTQIA candidates are strongly encouraged to apply.

Email cover letter, resume, and list of references to [advancement@cais.org](mailto:advancement@cais.org). In the subject line please indicate: "Database and Operations Advancement Associate" Please no calls.



毅力 Perseverance



好奇 Curiosity



包容 Inclusion



勇气 Courage



善良 Kindness



Life Changing. World Changing.

# CAIS as a Workplace

All benefits listed below are for the full-time position only. Part-Time does not receive benefits from CAIS.

Chinese American International School is dedicated to attracting, developing, rewarding and retaining world-class employees and ensuring that this is a great place to work. We put a high priority on advances in compensation, benefits, and work climate with a 2024-2025 benefits package and perks including:

## Distinctively CAIS Benefits

- Commuter benefits provided (up to \$315/month)
- Dynamic, dual culture setting valuing honest self assessment, thoughtful self reflection, intentional planning, and focused implementation

## Financial Benefits

- CAIS contributes 5% of your earnings immediately in a 403(B) retirement plan (no contribution required on your part)
- Transparent salary benchmarked to the Bay Area's competitive standards, including annual cost-of-living adjustments

## Health Benefits

- CAIS pays 100% of the premium for medical, dental, vision, acupuncture, short-term disability and long-term disability, and life insurance for you (along with competitive rates for spouse and family coverage)
- Employer-funded Health Savings Account (HSA) and Pre-tax HSA employee contribution

- Pre-tax Flexible Spending Account (FSA) for medical and dependent care

## Vacation / Holiday / Paid Time Off

- 10 Paid Federal holidays
- Up to 2 additional days off for religious holidays
- Accrue 92 hours of Sick Time annually
- Accrue 10 to 20 days of Vacation Time annually based on years of service

## Quality of Life and Appreciation

- Monthly appreciation lunches
- Twice-yearly Faculty/Staff Appreciation Weeks
- Annual milestones luncheon
- Free tickets to annual dinner/dance gala
- Lunar New Year luncheon
- Birthday gift card

## Professional Development

- Robust opportunities for conferences, workshops, and courses