



FOR THE HONOR OF TRUTH  
Moses Brown School

Office of Development and Alumni Relations  
JOB POSTING  
Data Processor - Part-time

- 10 hours per week
- \$15.00 per hour, no benefits

Moses Brown School is a co-educational independent day school for nursery through twelfth grade. A Friends school, Moses Brown exists to inspire students to reach their fullest intellectual and spiritual potential. We engage students in a rich academic curriculum, a broad offering of arts and athletics, and a daily life strongly rooted in the Quaker values of community, equality, and service. We affirm the Quaker belief that there is an inner light in each person which influences our decision making and leads us to the truths we seek. We consider virtues of simplicity, integrity, group wisdom, and respect for differences paramount to helping students of all faiths and backgrounds discover their missions in the world. In its hiring practices, Moses Brown deliberately seeks to maximize the diversity of the school (in terms of class, gender, ethnicity, race, religion, sexual orientation, abilities/disabilities, and language).

The Moses Brown School Office of Development and Alumni Relations seeks a data processor to assist the director of data management with data entry and data projects related to Raiser's Edge (the school's fundraising database) and MyMB (the school's online community database.) The position reports directly to Melissa Rabinow, the director of data management.

**QUALIFICATIONS**

The best candidate for this position will have excellent communications skills, a fine attention to detail, the ability to work independently and meet deadlines and a willingness to learn. Experience with basic software (Excel, Word) is required; knowledge of relational databases (Raiser's Edge, FileMaker Pro, Access) is helpful. Work must be completed in the Development and Alumni Relations office during regular business hours.

**FUNCTION**

The data processor will work with the director to complete ongoing updates as well as finite data projects within the school's relational databases (Raiser's Edge fundraising database and MyMB, the school's online community database.) Additional tasks as assigned to support the work of the Advancement Services team.

**SUBMIT RESUME AND COVER LETTER TO**

Melissa Rabinow, Director of Data Management at [mrabinow@mosesbrown.org](mailto:mrabinow@mosesbrown.org) by September 1, 2019