



# Database Manager Search

## Open Until Filled

### Charlottesville, Virginia

PS – 12, Co Ed, Day / Boarding



#### The St. Anne's-Belfield School Mission Statement

**"We wish our students to become strong in body, broad of mind, tender of heart,  
responsive in soul."**

**- Mary Hyde DuVal, Founding Headmistress**

Lead Consultant  
**Tim Viands**

# School Overview

Based in Charlottesville, Virginia, St. Anne's-Belfield is an independent, co-ed day and boarding school for students in Pre-School through Grade 12. There are more than 900 total students who come from 20 different nations. The school offers an 8:1 student-teacher ratio. Nearly 75% of students are admitted into their first or second choice of colleges. Virginia Living has distinguished St. Anne's-Belfield as a "Best of Virginia."

## CORE VALUES

**Integrity:** Cultivating responsible, honorable, ethical behavior

**Curiosity:** Fulfilling our desire to question, to know, and to learn for a lifetime

**Diversity:** Seeking to know, learn from, and value one another

**Creativity:** Expecting imaginative, critical, and divergent thinking

**Agency:** Empowering students to own their learning

**Impact:** Accomplishing meaningful, significant work for the greater good

## Autumn A. Graves, Head of School

Dr. Autumn Adkins Graves joined the St. Anne's-Belfield School community as Head of School in 2020 after establishing herself as a leader within the education sector for 25 years. She comes to the School after recently serving as the Head of Girls Preparatory School (GPS) in Chattanooga, Tenn., and has previously held significant leadership roles at Mercersburg Academy, Breck School, Sidwell Friends, Friends Seminary, and Girard College.

Dr. Graves is an active member of several selective members-only organizations in the independent school community. Her memberships include Heads Collegiate Forum (formerly The Country Day School Headmasters' Association), The 1911 Group (formerly Head Mistresses Association of the East), and the Heads and Principals Association (formerly Headmasters Association). Dr. Graves is on the Executive Committee of the Southern Association of Independent Schools Board of Trustees.



## The Position

We are seeking a dedicated and experienced Data Operations Manager to oversee Veracross, our student information system (SIS), and many other databases, ensuring effective integration, communication, and application of all modules. The Data Operations Manager will provide training and support services for end-users, manage data entry, ensure data accuracy, monitor data compliance with regulatory bodies, and coordinate the integration with other school software and databases. The successful candidate will be responsible for strategic planning, decision making, quality control, and continuous improvement of data entry methods and practices.

First and foremost, the successful candidate will need to embrace St. Anne's mission and core values.

### Key responsibilities

#### System Management and Security

- Oversee and manage user security, access, rights, permissions, and account credentials for all databases.
- Monitor and ensure the accuracy of data, statistics, system-generated communications, and reports.
- Work closely with various departments assisting in their needs as it relates to our yearly schedule. This includes but is not limited to online enrollment, contracts, grading periods, parent/guardian-teacher conferences, schedules, report cards, and year end open and close.
- Coordinate daily activities to ensure maximum productivity of the SIS.
- Evaluate new systems and applications and recommend improvements to existing software and applications. Recommend and manage upgrades, customizations, and technological acquisitions.
- Work closely with various departments to analyze and understand their data needs and recommend improvements in their workflows and data entry methods.
- Serve as the primary contact for the SIS vendor and school end-users.
- Help create and implement processes and methods for data compliance with regulatory bodies related to our data.
- Serve as the lead on the future data compliance, policy, and security team.

#### Data Management and Reporting

- Generate and manage data reports, queries, and exports as requested by end users and departments.
- Proficient with institutional research to leverage data to build dashboards departments.

## The Position, Continued

### Training and Support

- Provide ongoing professional development and training for SIS users.
- Create instructional videos and written materials for basic tasks in the SIS.
- Provide first-level support to various school departments and stakeholders.
- Liaise with school administrators to identify training needs and facilitate development initiatives.
- Keep up to date with new features and communicate changes to departments and end users.
- Help with any needs requested by the Director of Information Technology and the Head of School.

### Qualifications:

- Strong analytical, organizational, multitasking, and interpersonal skills.
- Ability to analyze database requirements and produce various data formats.
- Effective oral and written communication skills.
- Ability to establish and maintain positive working relationships.
- Aptitude for quickly acquiring new knowledge and adapting to innovative technologies.
- Must be a person with high integrity, a sense of humor, and values servant leadership.

### Education and Experience:

- Bachelor's degree in Information Systems, Computer Science, Data Science or a related field.
- 3-5 years of experience managing data systems, preferably in an educational environment.
- Experience with school-wide student information systems (SIS), such as Veracross or Blackbaud, and understanding of their integration across various school departments.

**Reports to:** Director of Information Technology





## To Apply

Application Deadline: ASAP

*Please note that strong candidates may be considered before the application deadline.*

Candidates should send a current resume, cover letter specific to this opportunity statement, and a list of five professional references to:

Tim Viands  
President, IndySchool Consultancy  
tim@indyschoolconsultancy.com

For more information, contact Tim Viands at [tim@indyschoolconsultancy.com](mailto:tim@indyschoolconsultancy.com)

## Compensation & Benefits

The salary for the Database Manager will be competitive and commensurate with experience.

### Benefits Include:

- Health Insurance
- 403B, with up to 5% Match
- Competitive Financial Aid Process for Eligible Children
- Professional Development Opportunities
- Employee Assistance Program
- Relocation Assistance, Negotiable



**For inquiries,  
contact us.**

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**St. Anne's-Belfield School**