



JOB TITLE:
DEPARTMENT:
SUPERVISOR:
FSLA STATUS:

Advancement Services Data Coordinator
Advancement
Associate Director of Advancement Services
Non-Exempt

MAJOR PURPOSE:

Under the supervision of the Associate Director of Advancement Services, this position is primarily responsible for the Donor database management and general administrative support for the different departments within the Advancement Office; including Donor Relations, Alumni Relations, Community Outreach/Events, Church Relations and Marketing.

PERFORMANCE MEASUREMENTS

1. Understands that the strength of the University Advancement endeavors is largely dependent upon the accuracy of the donor database.
2. This individual has primary responsibility for maintaining the biographical/demographical/donation information for the university's Advancement office.
3. Manage and update the Advancement database and donor records including donation processing, data entry, and the production of various reports related to annual, capital, and planned giving.
4. Post donations and process gift receipts and acknowledgements in a timely fashion.
5. Coordinate and execute departmental data report requests.
6. Provide weekly donation updates to the Senior Director of Advancement and monthly updates to staff according to specific criteria.
7. Provide occasional training sessions on selected topics for Salesforce users
8. Develop and maintain accurate and timely documentation for technology processes
9. Collaborate with Director and fundraising staff in developing reports and dashboards
10. Develop, implement and maintain a data integrity plan resulting in an improved quality of constituent data.
11. Proactively identifies new gift leads and prospects through electronic alerts, analysis, screening information, data mining techniques, demographic searches, etc.
12. Monitor internal giving reports for potential new prospects for major and annual fund giving.
13. Maintain prospect research fields of data in the Salesforce database.
14. Develops current and prospective donor lists and data.
15. Monitor all prospect research student projects and provide any training to perform student projects.
16. Other duties as assigned by the Associate Director of Advancement Services and Senior Director of Advancement.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

- Bachelor's degree preferred, but not required

REQUIRED KNOWLEDGE:

- Understanding of and commitment to high-quality Christian education
- Previous database and/or administrative support experience
- Proficiency in locating relevant information in a variety of formats
- Must be a problem solver and able to deal with a variety of situations - “extra mile” attitude.
- Ability to handle multiple projects in a fast-paced and busy environment
- Have the ability to work independently within a team structure.
- Good judgment, high energy, a positive attitude and good sense of humor are essential
- Regularly exercises discretion and independent judgment with minimal supervision
- Exceptional communication skills (verbal and written)
- Experience in higher education and/or fundraising would be extremely helpful

SKILLS/ABILITIES:

- Experience in managing data and system flow.
- Technical aptitude in data management and data systems
- Demonstrated proficiency in Microsoft Office suite

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservations the William Jessup University doctrinal statement of personal Christian faith.

WORKING CONDITIONS:

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date