

CLASSIFICATION SPECIFICATION

Data Manager for Development

FT/PT Class Code: 3134, 3634 Pay Grade: B/C 16 FLSA: Exempt Est. 03/19/19

SUMMARY STATEMENT: An incumbent is responsible for managing the daily operation of the donor database, including researching, collecting, interpreting, analyzing, and reporting gift, donor, and management-related data for the Development Division.

NATURE AND SCOPE:

An incumbent in this class reports to the director of development services. An incumbent researches, collects, interprets, analyzes, and reports a variety of data for management purposes such as prospect, donor, gift and campaign management.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Serves as the administrator for the College's donor database and related accounting application, as well as the online payment platform for fundraising. Manages users, permissions, and security settings to protect confidentiality and maintain data integrity.
2. Collects, interprets, analyzes, and reports on donor and gift data. Translates data into clear, usable, actionable information to aid development staff with decision-making and the creation of fundraising strategies.
3. Serves as a report writer for the donor and gift data system, including assisting management in defining report needs. Responds to requests for report changes. Develops programming specifications and tests for ad hoc reporting.
4. Recommends and implements methodology as well as creates queries for reporting on donor and gift data. Creates and maintains databases to support various reporting needs.
5. Prepares charts, tables, and graphs of data for use in reports and studies.
6. Designs and implements procedures and specifications for donor database end users.
7. Provides on-site technical guidance to donor database users related to networks, productivity tools, and related activities.
8. Analyzes procedures and recommends changes to supervisors and/or administrators.
9. Develops and provides donor database training for administrators and staff.
10. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of the concepts, methods, and techniques of systems analysis including information needs analysis, requirements analysis, and design alternative analysis.
- ◇ Knowledge of data extraction methods through queries used in producing automated and ad hoc reports.
- ◇ Knowledge of relational databases.
- ◇ Knowledge of spreadsheet, word processing and database management software.
- ◇ Knowledge of computer programming and standard query language.
- ◇ Knowledge of general principles of statistics, management, and administrative methods.
- ◇ Knowledge of report writing techniques.
- ◇ Knowledge of reporting services (Crystal Reports, etc.).
- ◇ Knowledge of College policies and procedures.
- ◇ Skill in producing accurate and user-friendly data reports.
- ◇ Strong interpersonal and communication skills.
- ◇ Ability to work independently to determine methods and procedures on new assignments.
- ◇ Ability to develop and document operational policies and procedures.
- ◇ Ability to think creatively and develop creative solutions to management information systems.
- ◇ Ability to gather, interpret, and analyze data concerning a variety of issues and trends.
- ◇ Ability to assist other employees in technical and procedural activities.
- ◇ Ability to communicate effectively, both orally and in writing.
- ◇ Ability to communicate effectively and relate to a diverse population in a multicultural environment.

MINIMUM QUALIFICATIONS:

- ◇ Associate's degree in a relevant field and four (4) years of relevant experience; or other equivalent combination of education and experience.