



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 11/10
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Development Data Analyst

JOB SUMMARY

The position is responsible for performing data entry and report generation and end user support of information technology systems software and donor database. This position works in conjunction with the Director of Development in prioritization and coordinating projects and data pulls. Work is performed independently and requires the employee to be able to schedule, supervise, and set priorities. Evaluation is based upon successful completion of assignments and established goals. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Institutional Development

Supervises: May supervise staff and/or student assistants as necessary and/or appropriate.

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Performs data entry and report generation and end user support of information technology systems software and donor database.
- Receives and completes all university wide data requests.
- Updates and maintains all alumni and donor records and information contained in the university
- Donor database, including processing information updates, obituary notices, and return mail.
- Produces all donor reports for Office of Institutional Development.
- Produces and maintains all donor e-mail lists for e-mail solicitations.
- Completes data pulls, seating, name tags, and provide assistance for University and TWU
- Foundation Events.
- Serves as liaison between Office of Institutional Development and Information Technology and Office of Registrar regarding database management and updates.
- Maintains standardized data entry processes.
- Serves as point person for all Raiser's Edge/database issues or questions.
- Trains all new Institutional Development Staff on Raiser's Edge/database use.

ADDITIONAL DUTIES

- Serves as back-up for gift processing position.
- Performs other duties as requested

EDUCATION

Bachelor's degree.

EXPERIENCE

Four years of progressively responsible experience in information technology systems.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of current trends and fund raising practices, methods, resources and regulations related to the position.
- Knowledge of computer technology and software programs and their application to information management.
- Working knowledge of office practices and methods.
- Ability to establish and maintain effective work relationships with other employees and the public.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to travel to events on business-related matters.
- Ability to file and perform data entry.
- Ability to use a personal computer and other office equipment, including related university software and email.
- Working knowledge of Blackbaud Raiser's Edge database system.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.