



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 06/17  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Manager, Data Systems & Research

### ***JOB SUMMARY***

Reporting to the Associate Vice President of University Advancement, the Manager, Data Systems & Research position supports primary advancement services functions by coordinating management and operation of the unit's major data systems and databases and the development of research reports, profiles, and dossiers of major gift prospects. Work is performed under minimal supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Associate Vice President, Advancement

*Supervises:* Assistant, Data Systems & Research

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

- Serves as system administrator for University Advancement hosted systems.
- Coordinates prospect research to support the Vice President and other development professionals.
- Assures that the constituent database is uploaded, new graduates, address, email, and phone changes via batch methods.
- Coordinates system training opportunities for University Advancement staff.
- Supports unit wide projects and priorities; events, mailings, board meetings, etc. Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

**ADDITIONAL DUTIES**

- Performs other duties as requested.

**EDUCATION**

Bachelor's degree required.

**EXPERIENCE**

Three years job-related work in an office setting within higher education or related field.

**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:**

- System administrator level knowledge of Blackbaud Raiser's Edge, Reeher, and Net Community systems.
- Ability to analyze, document, and modify business requirements.
- Knowledge in reporting and data analysis and in use of reporting tools such as SQL and other reporting software programs.
- Knowledge in importing/exporting data for use in report software, spreadsheets, graphs, and flow charts.
- Ability to communicate requirements, problems, issues, and solutions to technical and non-technical users.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgement based on an understanding of organizational policies and activities.
- Project management skills including coordinating work with other employees, providing direct instruction or supervision as assigned.
- Knowledge of standard office software packages and office practices and methods.
- Strong communication skills-orally, by phone, in person, and in writing.
- Excellent analytical, mathematical, and creative problem-solving skills.
- Ability to maintain high degree of confidentiality.
- Ability to establish and maintain effective working relationships with students, faculty, staff, and the public.
- Strong customer service orientation.
- Ability to use a personal computer and other office equipment, including related university software and email.

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### **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 and/or classroom setting.

### **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:** \_\_\_\_\_

**Printed Employee 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***

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***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.***