Advancement Operations Associate
Providence
Full time
R-00464

Apply URL:

Job Summary

If you have an appreciation for art + design and an interest to learn, grow and gain exposure to the wide range of development functions, join our Institutional Engagement (IE) team in this unique opportunity.

The Advancement Operations Associate performs key data maintenance, audit and control functions to ensure the timely integration of data between IE's donor database (Raisers Edge) and multiple platforms. This position creates email and mail lists for soliciting and engaging alumni, parents and friends of RISD. The ideal candidate will advance RISD's ability to effectively engage our alumni using a variety of tools to update demographic, event and volunteer data in order to record the relationships of alumni with RISD, their interests and communications preferences.

Essential Functions

- Responsible for processing, auditing and managing data imports/exports for integration with several IE and campus platforms, currently including, but not limited in the future to Colleague, Slate, WorkDay, PeopleGrove, the IE Alumni Website, LiveAlumni and 12-Twenty.
- Process biographical, volunteer and event transactions through Blackbaud's BBNC platform, Importomatic and/or other data integration tools.
- Develop, test and execute complex database queries for RISD Fund direct mail and email solicitations, as well as IE fundraising campaigns; append appeal and package (segment) records; and track performance of appeals.
- Monitor data request form daily in order to execute IE and campus requests for mail, email and constituent lists, creating database queries and exports as needed.
- Monitor and track budgets process invoices, reimbursements and expenses on Workday for Advancement Operations team; provide monthly budget reports to Executive Director.

Knowledge/Skills/Experience

- Bachelor's degree required or equivalent combination or education and experience.
- Three years progressively responsible data management and/or development experience preferred.

- Must demonstrate sensitivity to students, staff, faculty, alumni of varying backgrounds, including but not limited to, racial, ethnic, religious, gender, cultural, ability, sexual orientation and socioeconomic.
- Must have knowledge of, or experience with, relational databases, preferably Raisers Edge.
- Must have strong skills in Microsoft Office Suite programs, particularly Excel.
- Strong time management skills. Demonstrated ability to organize, prioritize and complete multiple tasks simultaneously with close attention to detail and under deadlines.
- Must be able to work independently and as part of a team.
- Ability to monitor and track budgets and expenses.

Work Schedule:
35 hours per week, 12 months per year

Employment Status:
Full-time, Non-Exempt

Documents Needed to Apply:
Resume
Cover Letter
Incomplete applications will not be considered. Please upload all required documents.