**Assistant Director for Data Analysis, Advancement Services**

The Point Loma Nazarene University community is, and intends to be, a decidedly Christian community, as exhibited by our shared beliefs, corporate practices, and Christlike character.

JOB SUMMARY

This position is responsible for data integrity and security of Advancement systems in adherence to appropriate department and University guidelines. Provides data analysis and reporting to assist University Advancement in achieving goals and contributes to the overall comprehensiveness and integrity of the department’s deliverables using business intelligence techniques and tools. Updates, enhances, and maintains the University Advancement library of queries, reports, and online community products: produce advanced database querying and reporting, application integration, enhancement of policies and procedures. Supervises the Advancement Services team with database management including gift reporting, receipting, and constituent data entry (biographical and gift data).

JOB STATUS

Time: Full time

RESPONSIBILITIES

Technical Expertise:

* Responsible for the development of Raiser’s Edge NXT to support and build the capacity of a data-driven Advancement department.
* Provide technical and content expertise to Advancement systems users and clients
* Develop and implement a database training program for new and on-going users
* Accurately and proficiently transfer data in/out of Advancement systems as necessary
* Administer application security within Advancement systems
* Actively monitor the integration of Advancement systems with external applications.
* Stays current with industry best practices, software technologies and development tools
* Assists management in planning future direction, streamlining existing operations, and providing the most qualified recommendations for software applications and custom development.
* Develops and maintains written procedures for all processes
* Learn and retain a working knowledge of the current code table structure and ensure that all data retrieval reflects the nature, structure, and intent of current coding, and maintain an ability to handle future codes where appropriate and feasible.

Report Writing:

* Prepare analytic reports using best practices that instruct giving trends and inform strategic decision making that will drive strategies of engagement, communication, and increasing loyalty for all of University Advancement.
* Develop standardized reports; employ the use of third-party data handling and/or reporting tools (e.g. MS Excel, Crystal Reports) to appropriately enhance the representation data as necessary
* Complete annual CASE/VSE survey and other customized report requests.

Database Security and Procedures:

* Advocate, support, and demonstrate confidentiality, integrity, security, and adherence to appropriate department and University guidelines when using Advancement applications, as well as any other application, management system, or network owned and/or maintained by the University.
* Create database policies, departmental and team procedures, maintaining the documentation, and code tables for the system.
* Keep the Director abreast of directives and critical information, which may significantly impact projects or donor needs.

Management:

* Supervise the Advancement Services staff and manage the comprehensive and appropriate entry of biographical and donor gift information into the database.
* Implement a project management tracking system for all data requests out of the system to ensure successful completion and follow-through of activities.
* Assist the Director in identifying growth needs of the department and the impact it will make for overall operations.
* Evaluate the performance of assigned staff and the assignment and integration of work for subcontractors and student workers as needed.

Department Expectations:

* Participates in campus and/or University Advancement supported events as requested when reasonably possible.
* Regular, punctual, attendance as required by the Director based on department needs.
* Performs other duties as assigned.

QUALIFICATIONS

* + Bachelor’s degree in information technology, computing, math, science, or business or equivalent experience administering complex software applications/relational databases with supervisory experience.
	+ More than three (3) years’ experience in providing relational database management, preferably Raiser’s Edge NXT or programming support with at least one (1) year of supervisory experience.
	+ Preferred, adept at query and report writing;
	+ Preferred, experience in data mining techniques and procedures and knowing when their use is appropriate.
	+ Preferred, more than five (5) years of previous higher education experience in a related filed.

SKILLS AND ABILITIES

* + Demonstrated aptitude for analyzing and interpreting data and for synthesizing complex information from multiple sources;
	+ Proven writing skills - the ability to successfully write and edit professional fundraising
	+ documents;
	+ Advanced analytical skills and ability to interpret/analyze complex financial and legal documents;
	+ Skill in analyzing and organizing information to identify philanthropic patterns, tendencies, and relationships among individuals, corporations, and foundations;
	+ Excellent computer skills: internet search engines and advanced search techniques, fundraising software, data retrieval services (e.g. ResearchPoint, LexisNexis, Wealth Engine, Foundation Directory), MS Office (Word, Outlook and Excel, in particular);
	+ Excellent interpersonal and communication skills - the ability to successfully interact with a variety of people on different levels, and comfort with speaking and presenting research in a group setting;
	+ Strong organizational skills - the ability to work productively in a fast-paced environment, and the ability to prioritize a multi-faceted workload under strict deadlines, sometimes with limited guidance;
	+ Flexibility and patience - the ability to work productively in a team environment and independently, and the willingness to meet unexpected demands with a positive attitude;
	+ Attentiveness to detail and accuracy in data entry, reporting, fact finding, and writing;
	+ Ability to act with sensitivity and discretion while working with highly confidential information;
	+ Excellent customer service skills.
	+ Work is performed with minimal direction or supervision; participates in determining objectives of assignment; plans, schedules and arranges own activities in accomplishing objectives; work is reviewed for adequacy in meeting objectives
	+ Ability to develop solutions to moderate or complex problems while following guidelines and policies set out by University Advancement

PHYSICAL REQUIREMENTS

The work is primarily sedentary and may require sitting for extended periods of time. Use of computer equipment: computer keyboard, mouse, and monitor. Ability to read documents, email and other correspondence, and reports on paper and computer monitor. Hearing and speaking to communicate effectively with others in person and by phone. Ability to stand, stoop, push, pull, and lift up to 10 lbs throughout the day.

BENEFITS
Benefits include health, dental, tuition benefits for employee and dependents, competitive retirement matching, vacation and sick time, and 15 paid holidays per year.
In addition, we have many opportunities to engage with our community including staff chapel, monthly lunches and a robust wellness program.

Point Loma Nazarene University does not discriminate on the basis of race, color, national origin, sex, age, disability or status as a veteran in any of its policies, practices or procedures. In a continuing effort to enrich its academic environment and provide quality educational and employment opportunities, PLNU actively encourages applications from members of underrepresented groups in higher education.

For more information or to apply,  <https://pointloma.wd1.myworkdayjobs.com/en-US/PLNUCareers/job/San-Diego---Point-Loma/Assistant-Director-of-Advancement-Services_R0001747>