Development and Engagement Data Analyst

Part I: Organization Information

Organization: McIntire School of Commerce Foundation
Department: Development & Engagement
Reports to: Assistant Dean, Development and Engagement
Supervises Directly: N/A

The Development & Engagement Data Analyst is an integral part of a cohesive, hard-working, and successful team dedicated to serving alumni and friends of the McIntire School of Commerce. The primary responsibility associated with this position is to support the Development & Engagement team's fundraising and engagement efforts by developing, utilizing, and maintaining strategic, actionable reports, dashboards, and other business solutions within the Ellucian Advance database and related systems.

Part II: Responsibilities

Reporting and Data Analysis

- Utilize standard reports and develop custom reports using Advance and related reporting systems to support and enhance fundraising and engagement programs. Reports will include, but are not limited to, giving reports, prospect management reports, financial forecasting reports, and benchmarking reports.
- Provide analysis of giving and prospect data to inform fundraising and administrative strategy.

Database Management

- Maintain data in coordination with University Advancement and ensure the highest data integrity of McIntire's constituents.
- Proactively conduct data audits on a regular basis to ensure accuracy of financial and biographical information.

Training and Support

- Serve as Development & Engagement team expert in Advance database and related reporting systems. Train and support McIntire users of the Advance system.
- Provide consultation to the team regarding fundraising and engagement data and analysis.
- Serve as liaison with University Advancement departments: Information Services, Gift Processing, and Prospect Research. Work collaboratively across the University to

understand available data and processes. Attend relevant meetings and participate in training opportunities.
- Perform other duties as required.

Data Steward

- Responsible for data governance within the Development & Engagement team.
- Represent the team in School-wide Data Community of Practice.
- Work with other School-based data stewards when necessary to satisfy data needs amd promote intradepartmental coordination of data.

Part III: Qualifications

- Bachelor's degree in computer science, business, or a related field.
- Knowledge of Ellucian Advance strongly valued and preferred.
- Experience in database management, including expertise in data extraction and manipulation.
- Must be able to gather and present data in an organized and meaningful way.
- Strong attention to detail and analytical skills.
- Exceptional problem-solving and project management skills.
- Ability to handle confidential information with discretion.
- Advanced knowledge of Microsoft products, particularly Excel, required.
- Development and/or higher education experience preferred.

Part IV: Application Process

Interested applicants should email resume and cover letter to Brandy Amos, Human Resources Coordinator, at bamos@virginia.edu. The position is open until filled. The McIntire School of Commerce Foundation is an Equal Opportunity Employer.