

Position Announcement

Job Details

Job Title:	Development Systems Report Writer/Analyst
FLSA:	Exempt
Position Type:	Full-time
Interview Group:	Resource Development (RD)
Reports To:	Vice President of Resource Development
Location:	Denver, CO
Date Modified:	February 7, 2017

Description

The American Indian College Fund (College Fund) strives to positively impact the lives of American Indians by supporting their higher education and career objectives. College Fund team members believe education is the answer and collectively we raise funds, provide scholarships, and holistically support students in achieving their goals.

The ideal candidate for this position will be a knowledgeable “power user” and resource development analyst using Blackbaud applications (Raiser’s Edge and Luminate Online), who is an articulate, technical-minded individual with good business acumen, excellent interpersonal skills and well-developed quantitative skills and analytical thinking. The candidate should have strong hands-on technical skills with experience in non-profit fund raising, marketing, email/direct response marketing, CRM software, donor lifecycle management, project management, segmentation, response analysis and campaign tracking.

This position supports the work of the College Fund through detailed report writing and data analysis across various software platforms and channels. This position requires tremendous attention to detail and priorities. The ideal candidate must have the ability to interact professionally with staff, vendor partners, and donors in a fast-paced environment, while remaining flexible, proactive, resourceful, and efficient. Excellent collaboration and communication skills are required.

Essential Job Functions

1. Reporting/Queries
 - a. Creates and runs reports and queries in the College Fund databases (currently Raiser’s Edge and CiviCore) for the purpose of analyzing/evaluating current fund raising and marketing program performance and return on investment, including:
 - i. Individual Giving, including working with RD’s agency partner in data synching process
 - ii. Mid-level donor program
 - iii. Major Gifts
 - iv. Planned Gifts
 - v. Community Engagement/Special Events
 - vi. Broad population marketing efforts (social media, public service announcements (PSAs), website)

- b. In collaboration with Information and Technology Services Manager, manages/updates all analytics and modeling tools, including development of reports to gauge tool(s) usage and efficacy – primary contact for the RD team with Blackbaud/Target Analytics
 2. Digital Communication/Online Communities
 - a. Ensures appropriate tracking and evaluation of digital/online strategies through Raiser’s Edge and/or other reporting tools
 - b. Manages donor directed (or general population) digital communications and social media schedules, including creating and pushing emails, creation of content and posting on social media sites and supporting mobile communication channel
 - c. Creates technical backdrop, manages content and monitors all RD related online communities
 - d. In collaboration with Public Education team, manages and updates donation page(s) and RD specific web pages (i.e., Planned Giving)
 - e. Coordinates customized URLs for tracking and reporting purposes
 3. Department Support
 - a. Manages the planning and implementation of data management for RD team special projects and activities
 - b. Provides training as needed to ensure accurate and reliable use of data systems
 - c. Generates needed reports; assists in research and materials for proposals, grant submissions and meetings with prospective funders
 - d. Acts as liaison between RD and IT in the development of data entry best practices, data management, reporting, and evaluation and implementation of technology tools
 - e. Ensures the integrity of revenue reports by reconciling revenue reports to Financial Edge and organizational financials
 - f. Completes data entry and data edit projects
 4. Completes other duties as assigned
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Job Requirements

Competencies

- Expert ability to retrieve, analyze, and report on development data using Raiser’s Edge and Crystal Reports. Candidate must demonstrate familiarity with various record types, gift batching, acknowledgement letters, exporting/importing, queries, reports, and mail functions
- Additional Blackbaud product experience required: Luminate Online, Research Point, TeamRaiser
- Web development or programming experience preferred (i.e., html)
- Blackbaud Target Analytics or other modeling tools knowledge preferred
- Highly organized and detail-oriented
- Candidate is able to show initiative, and execute projects from development to final delivery. Must be logical and develop/deliver strategies with high focus and attention to objectives
- Excellent time management and organizational skills required. Candidate is able to prioritize work load and manage several projects simultaneously
- Strong customer service skill (internal/external) as well as excellent oral and written communication skills
- Must be professional with strong ethical standards and ability to adapt to change
- Must also be able to work independently as well as on a team
- Ability to collaborate across departments is essential.

- Candidate must have strong competency with Microsoft Office Suite

Education/ Experience

- BA degree, preferably in quantitative or computer science/technology
- Demonstrated experience as a report writer and/or analyst, preferably in non-profit environment
- 3+ years' experience in non-profit data management/CRM software
- 3+ years' experience using RE for development, marketing and financial tracking including reporting analysis, and implementation of segmentation strategies
- 3+ years' experience analyzing donor/campaign trends
- Experience with general database management best practices
- Technical experience in consolidating data from multiple sources
- Familiarity with non-profit fundraising practices and campaign management including direct marketing principles, statistics and data mining

Work Environment and Physical Activities

- Professional office environment
 - Travel as required
 - Ability to lift 20 – 30
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Note: The intent is not to provide an exhaustive list of all duties, responsibilities, or qualifications associated with this position. Incumbent may perform other duties as assigned.

To Apply:

Qualified applicants: please send a letter of interest, salary requirements and a current resume by email (with Word or PDF documents, combined in one attachment, and in the subject line, list your name and Development Systems Report Writer Analyst), to Human Resources at applications@collegefund.org. All requested information and documents required. Open until filled.

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