

JOB DESCRIPTION

POSITION TITLE: Sr. Report Writer and Data Analyst

REPORTS TO: Director of Advancement Services

PRIMARY FUNCTION:

This position provides assistance in and developing reports for the Advancement Division. This position may work from time-to-time with IIT specialists to write and maintain complex reports using various software. This position, while working with the Director of Advancement Services, analyzes fundraising data to identify trends and metrics for the Advancement Division.

AREAS OF RESPONSIBILITY:

Data Analysis - Develop reporting and analytical tools that provide relevant and timely data to identify trends and metrics that help to support the division's initiatives. Educate and engage the Advancement staff in report generation and data analysis. Generate regular and ad hoc reports for the Advancement and division. Working with the Director of Advancement Services, provide reports for external constituencies and other college areas.

Report Writing - Develop and maintain a catalog of reports for the Advancement Division. Document processes for automated and on-demand reports. Interact with internal division staff members to understand and translate their reporting requirements

Provide Training - As a lead training associate, provide software training and report writing training, as relevant, to those in the Advancement Division.

SUPERVISORY RESPONSIBILITIES: None

EDUCATION: Bachelor's degree in business, finance, information management, computer science or other related degree.

EXPERIENCE: **Essential:** Three years experience in report writing and/or database management; experience; advanced user of the MS Office Suite including Excel and Access. Demonstrated report writing experience using Crystal Reports v.8.5 or above.
Desirable: Working knowledge of fundraising relationship database system such as Millennium, Raisers Edge, BSR Advance or similar systems. Preference given to those with experience in developing e-services including e-receipts, online gift processing and/or web-based information delivery systems such as dashboard reports.

KNOWLEDGE, SKILLS, ABILITIES:

- Strong analytical and problem-solving skills to develop systems and reports.
- Excellent customer support, interpersonal and communication skills and dedication to a team approach.
- Effective organizational skills
- Ability to analyze user needs and translate into reports.
- Confidentiality is required.
- Fluent in the MS Office Suite of software
- Willingness to participate as an active member of the Advancement Services team.

PHYSICAL DEMANDS:

N/A

WORKING ENVIRONMENT:

Normal office environment.

WORK SCHEDULE:

FTE: 1.0
Term: Full Year
Shift: 8:00 a.m. to 5 p.m. Monday – Friday;
some evening and weekend hours for special events.

APPROVAL:

Kim Olmsted

DATE:

May, 2012