|  |  |
| --- | --- |
|  | |
| **Job Title** | Data Services Technician - Advancement |
| **Job Number:** | 04015 |
| **Job Category** | Support |
| **Job Type** | Full-Time |
| **Status** | Regular |
| **Job Band** | Band 73 |
| **Hiring Manager** | Zach Beck |
| **Dean/Director** | NA NA |
| **VP/Senior VP** | Madeline Iseli |
| **Job Open Date** | 10/20/2020 |
| **Resume Review Date** | 11/04/2020 |
| **Closing Date** | 11/03/2020 |
| **Open Until Filled** | Yes |
| **New or Replacement?** | Replacement |
| **Replacement for:** |  |
| **Is Position Description Questionnaire on file in Office of Human Resources?** | Yes |
| **Position Summary** | The Data Services Technician is responsible for the day-to-day management of the Raiser’s Edge database in support of the Advancement Division and the President’s Office. This position ensures the accuracy and integrity of the database by updating department documentation, providing user training, and through quality control measures such as queries and reports. This position will be responsible for:   * Importing student information into the database and properly storing the data, * Overseeing and performing the gift entry process, ensuring the timely entry of gifts and printing of acknowledgments, and * Working in an analytic and consultative manner with users in the department and producing queries, data exports, and reports to meet their needs. |
| **Principal Accountabilities** | * Serves as the in-house Raiser’s Edge expert providing support to users regarding queries, exports, and technical related issues; identifies, researches, and resolves technical problems by working with IT and outside vendors/technical support as needed * Performs all database administration; oversees the day-to-day integrity of the database and database procedures and efficiency of operations * Assists with the preparation of invitation lists and mail merges; receives all returned mail and change of address notifications and enters corrections as appropriate; performs data preparation for mail service providers, data exports and imports * Evaluates needed database upgrades, fixes, plug-ins, etc., makes recommendations to appropriate development staff and works with IT to install software updates; stays abreast of news and trends in database technology and development methodology; remains informed on software updates, upgrades and additional services * Develops and revises queries used for surveys; in charge of completing surveys and submitting online * Curate list for e-news and donor updates * Maintain the gift back up files and attach copies to media tab in donor records * Participates in discussions related to event/campaign planning to ensure the database is being mined to its fullest capacity * Assist with events, mailings, and other special projects as requested * Other duties as assigned |
| **Requirements** | * An Associate level degree required; Bachelor’s degree preferred * Previous work experience with complex relational databases required: experience in the Raiser’s Edge database preferred * Current working knowledge of fundraising and stakeholder relations processes preferred * Professional communication skills to include but not limited to written, oral, and interpersonal required * Ability to work on multiple tasks simultaneously while providing great attention to detail required * Strong analytical and problem-solving skills required |
| **Search Team or Interviewer(s)** | TBD |
| **Leader/Chair of Team** | TBD |
| **Indicate any unique advertising requirements** | Standard |
| **Send to Inside Higher Ed?** | Yes |
| **Inside Higher Ed categories** |  |
| **InsideHigherEd.com Category** |  |
| **Employer Pass Msg** | Thank you for submitting your application of employment. Please continue to monitor your status on our web-site. |
| **Employer Fail Msg** | Thank you for applying. Unfortunately, you do not meet the minimum requirements for this position. Please continue to monitor our web-site for other opportunities. Thank you. |
| **Quick Link** | <http://jobs.sinclair.edu/postings/12951> |

Supplemental Questions [**Edit**](https://jobs.sinclair.edu/hr/postings/12951/edit?origin=%2Fhr%2Fpostings%2F12951&tab=2)

Required fields are indicated with an asterisk (\*).

1. \* Do you possess a minimum of an Associate's or higher level degree?
   * Yes
   * No - (disqualifying)
2. \* Do you have previous work experience with complex relational databases?
   * Yes
   * No - (disqualifying)
3. \* Do you have previous experience in the Raiser’s Edge database?
   * Yes
   * No