Associate Director,Operations for Data,Analysis & Reporting

Job Description

Position Information

Position Title	Associate Director,Operations for Data,Analysis & Reporting
Position Number	DEVARPRFS56*6399
Department	Development and Alumni Relations
Reports to (Title)	Director of Operations

Seated Employee

Employee First Name

Employee Last Name

Job Summary
In three to five sentences, please briefly describe the job's primary purpose to the department.

Job Summary	Reporting to the Director of Operations, the Associate Director of Operations for Data, Analysis, and Reporting is responsible for the macro-level management and duties of prospect development, in order to maximize philanthropic results and efficiency in the development process. This position is also responsible for the analysis and reporting of fundraising and engagement priorities, which strategically informs and supports the business planning efforts of the Development and Alumni Relations Office (DAR). The successful candidate will possess advanced statistical analysis skills in data mining and manipulation, and an ability to use software to visualize, represent, and communicate complex information with program teams and leaders.

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job.	Bachelor's degree from four-year college or university
If a specific degree, certification, license, or registration is necessary, please list.	
Select the level of experience needed to successfully start the position and accomplish the essential duties of this job.	Five years or more
Preferred Qualifications	
FLSA Category	Exempt

Staff/Faculty	Staff
Employment Status	
Employment Category	
Essential Staff (emergency situations)?	No
On-Call?	

Essential Responsibilities

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

Essential Responsibility percentage of time needs to equal 100%

Responsibility	Prospect Research: Identifies and coordinates strategic, data-driven initiatives to increase fundraising success i.Provides project and data management for wealth screenings, feasibility studies, and other data assessments ii.Responsible for understanding and building predictive models that identify revenue streams. Assesses the cost/benefit of reaching these groups. iii.Designs and analyzes gift tables and pyramids; uses this information to forecast pipeline revenue and derive fundraising goals iv.Provides business intelligence and quantitative decision support that informs strategic gift development b.Prospect Management: Assists development leadership in tracking and coordinating prospect/development officer activity to maximize results and efficiency i.Responsible for architecting a computerized database solution to systematically track relationship moves and manage prospects, proposals, and donors ii.Develops and maintains policies, procedures, and training to support the tracking system iii.Creates dashboards, reports, and other tools to measure, analyze, and evaluate prospect moves, fundraiser performance, and productivity of prospect pools iv.Identifies data management solutions that maintain portfolio balance and increase ROI
Percentage Of Time	45
Responsibility	Develops functional and technical specifications for giving and engagement metrics b.Conducts statistical analysis to identify progress, trends, and patterns related to our highest priorities in engagement and giving; points to underlying causes or other justification for the outcome(s) c.Manages internal and external reporting and data analysis tasks, priorities, and resources d.Develops a suite of data visualization and reporting tools for DAR e.Provides adhoc data analysis, reporting, and consultative services for DAR and College partners, including the Office of Analytics and Institutional Research (OASIR), President's Office, and Board of Trustees f.Identifies unanticipated or unidentified challenges and opportunities for growth within fundraising and engagement; provides strategic thought partnership with DAR leadership to communication and further explore these observations
Percentage Of Time	45
Responsibility	Maintains knowledge of industry best practice and emerging trends in data science, engagement, fundraising, philanthropy, and higher-ed, and communicates to department and senior leadership as appropriate.
Percentage Of Time	5
Responsibility	Other duties as assigned
Percentage Of Time	5
General Responsibilities	

General Responsibilities	(1) Maintain regular attendance in accordance with department policy.
	(2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.

(3) Understand and comply with the policies of the College Staff Handbook.

(4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.

(5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.

(6) Protect confidentiality of College information.

(7) Provide leadership to others through example and sharing of knowledge/skill.

(8) Communicate with others in a courteous and helpful manner.

(9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.

(10) Perform other duties as assigned.

Supervisory Responsibilities

Does this job have supervisory responsibilities?   No

If yes, then check all that are supervised by this position.

Supervise Student Staff   No

If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)

Supervise Non-Exempt Staff   No

If you supervise non-exempt staff please enter the number.

Supervise Exempt Staff   No

If you supervise exempt staff please enter the number.

Select the level of supervision that this position provides.

Supervision Received

Select the level of supervision that this position receives from their supervisor.   General Direction: receive very general guidance with respect to overall objectives; work is usually quite independent of others; operate within division or department policy guidelines using independent judgment in achieving assigned objectives.

Computer Operations

Please check one of the following   Demonstrated use of intermediate computer operations (relational databases, and operating systems) and intermediate software packages (word processing, spreadsheet, graphics, etc.)

Travel

Please check one of the following   Minimal overnight travel (up to 10%) by land and/or air.

Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

Analyzing information or data	Over 2/3
- Essential or Marginal?	Essential
Effective communication skills	Over 2/3
- Essential or Marginal?	Essential
Composing & comprehending communication materials	Over 2/3
- Essential or Marginal?	Essential
Establishing effective interpersonal relationships	1/3 to 2/3
- Essential or Marginal?	Essential
Adjusting to changes (work load, environment, department structure, etc.)	Over 2/3
- Essential or Marginal?	Essential
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc	Over 2/3
- Essential or Marginal?	Essential
Making decisions of moderate to substantial consequence	Over 2/3
- Essential or Marginal?	Essential
Performing mathematical calculations	Under 1/3
- Essential or Marginal?	Marginal
Editing reports or technical materials	Under 1/3
- Essential or Marginal?	Marginal

Planning and organizing (work load, schedules, events, etc.)	Over 2/3
- Essential or Marginal?	Essential
Handle stressful, emotional and/or frustrating situations	Under 1/3
- Essential or Marginal?	Marginal
Working with numerous distractions	1/3 to 2/3
- Essential or Marginal?	Essential
Working under a time pressure and within timelines/deadlines	Over 2/3
- Essential or Marginal?	Essential
Coordinating work with others	Over 2/3
- Essential or Marginal?	Essential
Handling multiple assignments and priorities	Over 2/3
- Essential or Marginal?	Essential
Completing work in an accurate manner	Over 2/3
- Essential or Marginal?	Essential
Concentrating - maintaining attention to details and task	Over 2/3
- Essential or Marginal?	Essential
Memory functions (remembering names, details and procedures)	Under 1/3
- Essential or Marginal?	Marginal

Physical Requirements
How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position	1/3 to 2/3
Traverse/move locations	Under 1/3
Ascend or descend between floors	Under 1/3
Reach with hands and arms	Under 1/3
Ascend or descend ladder	None
Position self to access small or restricted spaces	Under 1/3
Communicate or exchange information	Over 2/3
Detect specific flavors or odors	Under 1/3

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Weight lifted or force exerted: up to 10 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 25 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 50 pounds (with or without assisted device)	None
Weight lifted or force exerted: up to 100 pounds (with or without assisted device)	None
Weight lifted or force exerted: more than 100 pounds (with or without assisted device)	None
Please check one of the following	Light physical activity performing non-strenuous daily activities.
Does this job have any essential vision requirements? Check all that apply.	Close vision (clear vision at 20 inches or less)

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

Wet or humid conditions (non-weather)	None
Extreme cold (non-weather)	None
Extreme heat (non-weather)	None
Outdoor weather conditions	Under 1/3
Work near moving mechanical parts	None
Work in high, precarious places	None
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)	None
Toxic or caustic chemicals	None
Work with explosives	None
Risk of electrical shock	None
Vibration (i.e. operating jackhammer, impact wrench)	None
Risk of radiation	None
Confined Spaces	None
Please check one or more of the following locations where this job	Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.

would work

How much noise is typical for the work environment of this job? Check the appropriate level below.

Moderate noise (examples: business office with computers and printers, light traffic)

Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

Position Documents

No documents have been attached.