THE COLLEGE of IDAHO

The College of Idaho invites applications and recommendations for an **Advancement Database Specialist**. The primary responsibilities for this position will be to assist with the management of information to promote the goals and objectives of the Advancement Division.

This position will have the exciting opportunity to serve as the lead for an upcoming database conversion from Colleague Advancement to Blackbaud's Raiser's Edge NXT. Working closely with the Director of External Relations & Events, and interfacing with the Department of Information Technology, to ensure that Advancement objectives are met by the technical operations and support of Raiser's Edge NXT.

Essential Functions
System Administration
- At the direction of Director of External Relations & Events, develop and orchestrate a major donor prospect management and tracking system using Raiser's Edge NXT.
    - Install, implement, convert, configure, and secure Raiser's Edge NXT software and database as needed.
    - Develop strategies for leveraging constituent data to advance the work of the institution using Raiser's Edge NXT.
    - Identify, document and implement enhanced business processes, using Raiser's Edge NXT, that improve College Advancement Division's efficiency and effectiveness.
    - Manage the donor database and application system in Raiser's Edge NXT.
    - Serve as the primary technical resource for management of constituent data; guiding analysis, support and segmentation efforts.
    - Foster the growth of best practices in the supporting areas of gift processing, data management and donor relations as related to annual giving and the College as a whole.
- Develop and implement policies, standard codes and procedures for data entry, and making sure that the database effectively captures alumni and donor information and generates accurate financial and analytical reports.
- Develop and enforce policies, standards, and procedures to ensure the confidentiality, integrity and availability of the Raiser's Edge NXT database.
- Monitor Raiser's Edge NXT operations logs to ensure that data entry staff and students follow proper accounting principles and standards.

Integration
- Responsible for building and maintaining positive working relationships with team members, internal customers, and external vendors.
- Responsible for ensuring the effectiveness of computing resources within the Advancement division, including software, hardware, data security, business continuity planning, and long-range technology planning.
- Collaborate with the IT Department to:
    - Configure and maintain Raiser's Edge NXT single sign-on (SSO),
    - Integrate Office 365 for reporting.
    - Integrate Advancement campaign Raiser's Edge NXT email and messaging,
    - Manage access to Raiser's Edge NXT.
- Collaborate with the Finance Department to:
    - Interpret and apply, in Raiser's Edge NXT, IRS tax laws and regulations regarding gift administration.
    - Ensure accuracy, completeness, and timeliness of financial data transactions and accounts.

- ▪ Assist in reconciling Raiser's Edge with other campus financial systems.

Data Management & Training Support
- Provide technical support for Advancement events and stewardship activities as needed.
- Provide training and technical support for users of the Raiser's Edge NXT donor database. This includes developing written training materials.
- Provide advice, forecasting, technical support and reporting as needed for all members of the Advancement and Alumni professional staff, as well as authorized members of the College community who need reports from Raisers Edge.
- Train Advancement staff in the proper use of the Raiser's Edge NXT database.
- Provide on-call support for the Raiser's Edge database to all campus constituents.
- Maintain all constituent and gift records including adding new records, updating records, duplicate record merging, file clean-up, coding, and monitoring general data integrity to ensure all biographical information is appropriately obtained and kept up to date in accordance with best practice and organizational processes.
- Maintains Ellucian Colleague financial data in synch with data from Razor's Edge NXT database.
- Develop and implement data extracts, compile and verify data, and assist in the accurate reporting of data to annual surveys such as the Voluntary Support of Education (VSE) and US News and World Report, in coordination with Advancement staff and Institutional Research.
- Develop and apply procedures to safeguard data security.

Reporting
- Generates customized reports and dashboards as requested for development, alumni, and marketing and communication purposes within Raiser's Edge.
- Assist with meeting requirements for annual VSE report, on time and error free.
- Create and produce reports from the Advancement database as needed. Assist other staff in the use of reports.
- Extract, analyze and report data as needed to support campaign strategies and measure progress towards campaign goals.
- Coordinate the creation and distribution of reports as needed by the Vice President for Advancement, the President(s), the Trustees of the College and/or other end users as requested.
- Provide data mining analysis to spot trends in giving that may impact how the Development office will focus major donor and mass marketing fundraising efforts.
- Establish and maintain a structure within the database to effectively identify specific segments of data for various analysis and targeted marketing efforts.

Perform other duties as assigned or needed.

Minimum Qualifications
- Bachelor's degree and a minimum of two years work experience within the nonprofit organization environment, preferably at an organization that utilizes Raiser's Edge NXT.
- Experience managing development/fundraising and/or alumni databases. Proficiency in database administration, prospect and constituent management, data imports and exports, developing reports.
- Must possess excellent analytical, organizational, and communication skills.
- Must have knowledge of the fund-raising process, and the concept of donor relations.
- Must have a strong customer service orientation.
- This position requires comfort and effectiveness translating between end users needs and database output. Must be able to understand development and alumni department's needs as to accurately translate their requests into effective queries and reports. Skill in making presentations and training individuals in software applications is highly desirable.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve problems, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner.
- Expected to utilize most primary office software packages.

- Must possess a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of the contract without sponsorship from The College of Idaho.

Candidates meeting qualifications listed above should submit a cover letter addressing their qualifications for the position, a current resume, a statement on diversity that articulates a commitment to representation, inclusion, and equity, and the names and contact information of three (3) references, two (2) management and one (1) professional to hr@collegeofidaho.edu. Application review will begin immediately; applications will be accepted until suitable candidates are selected.

With over 125 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an inclusive community of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing academic excellence through a diverse and inclusive workforce.