
Auburn University Job Description

Job Title:	Sr. Analyst, Philanthropy	Job Family:	No Family
Job Code:	AA67	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

Job Summary

Manages and provides expertise in data collection, analysis, and reporting for the Development Office.

Essential Functions

1. Monitors and assures quality of data and determines how to translate into usable, actionable information for the formation and execution of fundraising strategies and measures of success. Presents complex analytical findings in a clear, concise, and impactful manner. Develops and maintains reports for the Development Executive Leadership Team on measures of success including Development Officer metrics on visits, solicitations, and proposals in development.
2. Provides leadership and input into the development and execution of a data analytics and business intelligence (BI) strategy. Data analytics will be intertwined in all levels of fundraising activity, including annual giving, planned giving, corporate and foundation giving, principle giving, and donor stewardship.
3. Works directly with the AVP for Development Operations to define needs and compile data and information to provide statistical models, forecasts, metrics, scoring, and analyses to enable Development Officers to make strategic decisions in managing donors and prospects from an individual or segment perspective.
4. Works closely with the AVP for Development Operations to ensure that the fundraising database facilitates a strategic, integrated program of prospect identification, research and donor management in support of major fundraising campaigns. In addition, serves as the primary liaison between the Office of Development and the Office of Alumni and Development Support Services related to data integrity, accessibility, and usage.
5. Serves as the translator/interface between Development staff and business analysts to ensure that required data sets are accessible, are accurately incorporated into reports, and that useful reports are available to the appropriate people.
6. Stays abreast of trends, best practices, and technology, and recommends opportunities in cost reduction, efficiency, and effectiveness. Advises and recommends future technology development, outsourcing, and vendor management.
7. Manages contractor relationships including wealth screenings and research related platforms. Provides strategic insight and cross-program analyses, and makes recommendations to optimize resources throughout the organization.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	Minimum	Focus of Education/Experience
Education	Four-year college degree	No specific discipline
Experience (yrs.)	7	Experience in designing, analyzing, and reporting; able to analyze data and use the findings to guide departmental decision-making. Experience must show progressively increasing levels of responsibility and accountability.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of data management, analysis, research design, and reporting for higher education processes. Knowledge of current trends in fundraising, marketing and economics, including benchmarking and metrics. Familiarity with relational databases and ability to design reports from databases.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 5/4/2017
