UNIVERSITY OF WISCONSIN – SUPERIOR
POSITION DESCRIPTION

Working Title: Advancement Records & Data Specialist
Hayes Hill Title/Level: Operations Program Associate
Position Reports to: Director of Advancement Services
Position: University Staff, Hourly, project appointment until 6/30/2021

Position Summary:
Responsible for performing the data entry functions of the Office of University Advancement to include gift entry, creating and maintaining alumni and donor records, report generating, and querying and exporting data for departmental and campus-wide mailings. Responsible for producing all gift acknowledgement letters.

Duties and Responsibilities:
- Responsible for entering all new alumni, parent, friend and donor records in the University Advancement database by following all uniformity standards set forth by the department while also keeping consistent with US Postal standards.
- Create queries and export appropriate data for departmental (and campus) mailings and email communications.
- Responsible for database maintenance including NCOA updates, duplicate/deceased record search and clean-up projects.
- Assist with developing manuals for policies and procedures for efficient data entry and effective use of Raiser’s Edge.
- Responsible for entering all gifts and pledges according to donor intent and IRS guidelines.
- Export appropriate database information in order to produce appropriate donor acknowledgement letters.
- Responsible for weekly/bi-weekly reports including obituary notices, gift and fund reports.
- Responsible for daily record maintenance to include name and address changes, updating student activities, and graduation/degree status.
- Monitor articles and alerts on alumni and donor prospects.
- Perform other duties as requested or assigned.
  - Complete mandatory trainings and professional development opportunities

Knowledge, Skills and Abilities:
- Knowledge of common computer programs and willingness to learn and be an efficient user of University Advancement’s fundraising software.
- Excellent problem-solving and multi-tasking skills.
- Ability to maintain a high level of accuracy and attention to detail.
- Ability to maintain the strictest level of confidentiality, ethical standards and discretion.
- Ability to work independently as well as in a team-environment.
- Ability to communicate effectively, both orally and in writing, with all levels of donors/prospects, and represent the University and Foundation in a professional manner.
- Ability to establish and maintain effective working relationships.
- Ability to work effectively with diverse populations.

Required Qualifications:
- Minimum two years data entry or office work experience.

Preferred Qualifications:
- Experience working in higher education.
- Experience working in a fundraising environment.
- Knowledge of Blackbaud’s Raiser’s Edge.