



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Data Analyst</i>	EEOC Job Classification	Administrative Support Worker
		FLSA Classification	Non-exempt
Department:	Development	W/C Classification	8810 – Clerical
Reports To:	Assistant Director	Compensation	\$25.00 - \$30.00/hour

SUMMARY

Advance the mission and vision of TMUS by managing the constituent database, data analytics, providing strategic reporting and prospective research to maximize fundraising efforts. Utilize various tools to perform prospect/donor research. Communication of analytics, reporting, research to the development team.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Create, document, and execute strategy to streamline constituent information from various departments/software across campus, into the Raiser's Edge (RE) development database with the goal of ensuring data integrity.
- Create necessary reporting mechanisms for all development activities including, but not limited to, officer activity reports, giving reports, giving society reports, and other reports as needed.
- Utilizes a variety of research tools to perform donor and prospect research to provide Development Officers with the most strategic data available as they cultivate relationships.
- Ensures strict confidentiality of client records.
- Build process for streamlining data from across campus into Raisers Edge.
- Take static manual reports and create dynamic reporting in Raisers Edge NXT
- Process for analyzing data, how to move on to the next best prospects.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Strong attention to detail verifying data is input, correct and errors are immediately communicated.
- Technology competency with personal computer-related software applications (especially Microsoft Excel) is required. Raisers Edge experience is preferred.
- Ability to gather data, compile information, prepare and communicate reports.
- Exercise confidentiality, good judgment and discernment.

- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience.
- At least one-year experience in a data administration role.
- Proficient in Microsoft Office Suite or similar software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; has full dexterity of hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- No travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.