

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Advancement Data Administrator/Analyst
DEPARTMENT: Advancement
LOCATION: Los Angeles Campus
COVID-19 PROTOCOL: AFI requires full vaccination against COVID-19 for all employees, subject to limited, legally required exceptions. Proof of vaccination, or documentation supporting an exception to this policy, will be required prior to employment.

PRINCIPAL RESPONSIBILITIES:

The Advancement Data Administrator/Analyst is responsible for developing and maintaining the integrity of the database and ancillary systems to improve operations, provide solutions, and drive decisions to meet current and future fundraising needs.

PRINCIPAL DUTIES:

Provide reporting and analytics to inform Advancement priorities:

- Initiate and lead projects related to the analysis of prospect and donor data, and provide conclusions, recommendations, and information to inform data-driven decisions
- Deliver value-added information and analysis that supports fundraising efforts by developing and implementing analytic data models and providing reports on metrics and deliverables

Produce reports, lists, and import and export files:

- Produce, analyze, and maintain a suite of reports and lists that provide insights into performance and trends in fundraising and metrics
- Develop custom lists and reports for ROI on appeals, campaigns, mailings, event invitations, ad hoc queries, and other reports as may be requested by leadership and end users
- Create, analyze, and distribute research reports on various advancement areas such as giving, prospect management, annual campaigns, alumni giving, contact reports, constituent giving, appeal giving, among others

Maintain integrity of database and ancillary systems:

- Implement and maintain data entry controls and audits to ensure data integrity
- Develop and apply policies and procedures regarding information technology, data privacy and security, and database management
- Assist in imports and data sharing with other software packages, such as payment processors, research tools, and marketing and communications applications
- Review acknowledgment and renewal processes for efficiency

Provide technical support and improve operations process:

- Act as liaison between external platform support, IT, and the Web teams to ensure system integrity, troubleshoot technical issues and manage upgrades; advocate for system functions that meet Advancement goals and latest industry standards

- Proactively assess and identify on-going technology needs to recommend and implement process improvements
- Provide appropriate service, support, training, and advice to end users regarding the capabilities and functions of constituent management software products and assist in ensuring procedures are accurately documented and available for reference.

Other:

- Provide backup support for gift processing as needed.
- Perform other duties as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree and/or the equivalent training and three years related work experience involving data management, analysis, or administration
- Experience in a higher education or large non-profit fundraising environment.
- Minimum three (3) years of experience providing implementation and functional support of Tessitura, Raiser's Edge, or similar CRM.
- Ideal candidate is entrepreneurial, proactive, efficient, and goal-oriented.
- Working knowledge of relational database architectures.
- Strong knowledge of higher education fundraising principles and gift accounting.
- Strong analytical skills and ability to creatively solve complex problems.
- Excellent written and verbal communication and collaboration skills.
- Possess a positive and professional attitude with the ability to work independently while working in a team-oriented environment.
- Exceptionally detail-oriented and organized with ability to meet deadlines and maintain accuracy.
- High level of proficiency with Microsoft Office Suite (Excel, Outlook, PowerPoint, Word) comfortable working in an IOS-based (Mac computer) environment..
- Ability and desire to learn new analytical techniques and reporting tools and an innovative nature.

SUPERVISION:

The Advancement Data Administrator/Analyst performs all duties and responsibilities under the guidance and supervision of the Manager of Advancement Operations.
