Amherst College  
Office of Human Resources

JOB DESCRIPTION

Title: Advancement Data Specialist

Department: Advancement Services  Reports to title: Director of Advancement Data Management

Full Time:  
Part Time: X  
Date Prepared: 4-8-19

Job Group & Level:  
Regular Daily Work Schedule:  to  

Pay Type: Weekly X Monthly _______ Months Per Year: _______ Hours Per Week: Up to 19

(Summer Months) Months Per Year: _______ Hours Per Week: 

1. **Summary of Position:**
Under the supervision of the Director of Advancement Data Management, this position will be responsible for data entry of gifts, pledges, and biographical data in the Advancement database. Maintaining the high quality data is crucial to the mission of Advancement Services. This position will provide support for the division by expediting gift processing with accuracy, providing excellent customer service to our constituents and ensuring quality data entry.

2. **Principal Duties and Responsibilities:**

- Supports the efforts of the Advancement team, to maintain the integrity of all gifts, pledges and biographical data in the Alumni database.
- Processes checks, online gifts, stocks, gifts in kind, pledges, matching, facilitated, and planned gifts.
- Biographical maintenance duties, including updating addresses, contact information, employment and relationship data as needed.

3. **Internal-External Interaction/Communication:**
The majority of interactions are with the Advancement Services staff. There will also be limited communications with other members of the Advancement team, such as the Amherst Fund. Email exchanges with donors when necessary.

4. **Education:** (include certifications and licenses)

   **Required:** Bachelor’s degree, or 4 year’s related experience in lieu of degree

   **Preferred:** Bachelor’s degree in related field

5. **Experience:** (List specific skills necessary to perform this job)

   **Required:**
   - Working knowledge of Access/Word/Excel with the ability to learn new software
   - Sensitivity to issues of confidentiality
   - Strong communication, interpersonal and organizational skills, attention to detail
and accuracy

- Commitment to working with a diverse community

**Preferred:**

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<th>6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)</th>
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<td>Office environment. Lift, carry, push and pull up to 15 lbs (moving boxes, etc). Repetitive motions including hands, wrist and fingers; visual-normal concentration.</td>
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<th>7. Decision Making:</th>
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<td>This position uses good judgement to ask appropriate questions and to know how to direct a donor’s inquiry to the most appropriate department. There will be no policy decision making requirements.</td>
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<th>8. Supervision Exercised/Received:</th>
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<td>Supervisory Responsibility: Yes __________ No X ______</td>
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<td>Number of Employees Supervised: <em><strong>0</strong></em>_</td>
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