



Amherst College

Office of Human Resources

JOB DESCRIPTION

Title: Director of Advancement Reporting and Systems

Department: Advancement Services Reports to title: _____

Full Time: X Part Time: _____ Date Prepared: 10-21-20

Job Group & Level: SM-4 to _____

Regular Daily Work

Schedule: _____

Pay Type: Weekly _____ Monthly X Months Per Year: 12 Hours Per Week: 40

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

1. Summary of Position:

This position lends the effort to supply Advancement reporting software and tools. Advancement is comprised of 7 departments and 70+ employees including the Chief Advancement Officer, Alumni and Parent Programs, Career Center, Leadership Giving, Amherst Fund, Foundation and Corporate Relations and Advancement Operations. Together, these departments serve 30,000+ Alumni, parents, students, faculty and friends through a variety of programs including but not limited to: fundraising, on and off campus events, networking, career services, online programs, and gift processing.

Takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

50% Leadership of the reporting

- Convenes key stakeholders and developers to translate business needs to technical requirements which requires a deep and nuanced understanding of Advancement programs. Prioritizes and manages projects within the context of available resources and strategic goals.

30% Direction of software development and management of Lead BI & Web Developer and Sr. Applications Developer.

- Direct the effort to meet Advancement's reporting needs through the supervision of systems architecture, database design, product develop testing, and rollout, including documentation. Ensure excellence in usability, scalability and flexibility

15% Identification and analysis of new software opportunities including evaluating/recommending integration of external systems/vendors. Liaison with IT department heads to advance program goals of Advancement and develop solutions for data infrastructure, storage, and security

5% Perform other duties/functions as requested.

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

- Conduct straightforward communication with Advancement staff across all teams.
 - Occasionally provide non-standard event briefings and data visualization reports that are shared with board members, high-level campaign volunteers, and the President's Office.
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4. Education: (include certifications and licenses)

Required: Bachelor's Degree

Preferred: Master's Degree

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

Required:

- 5+ years of experience in prospect development or related field
- Strong verbal and written communication, attention to detail and time management skills
- Experience with a CRM fundraising database
- Ability to use Word/Excel/PowerPoint with excellent proficiency, as well as the ability to learn new software
- Ability to create one, two or three dimensional reports utilizing one or more data sources.
- Commitment to or experience working with a diverse community

Preferred:

- Experience with Colleague Advance
 - Experience with Microsoft Access
 - Experience with data visualization
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6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

Office environment: Repetitive motions including wrists, fingers and hands; visual – normal concentration; lift, carry, pull and push up to 10 lbs.

7. Decision Making:

- Process and interpret complex issues, identify problems and possible solutions, take appropriate action and may use assessment tools and proven techniques. Exercise independent judgement, including parsing visit report narratives and translating into Colleague data and determining when to update gift pipeline data.

- Provide data and analysis used to inform decisions made by Advancement leadership.
 - Exercise discretion with confidential information.
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8. Supervision Exercised/Received:

Minimal supervision by Director of Prospect Development
No supervisory responsibilities

Supervisory Responsibility: Yes _____ No X_____

Number of Employees Supervised: N.A._____

