

Job Description

Job Title:	Research Data Specialist
Department:	Office of Advancement – Prospect Research
Reports To:	Associate Director, Prospect Research
Jobs Reporting:	None
Salary Grade:	USG 7
Effective Date:	October 2020

Primary Purpose

Accountable to the Associate Director, Prospect Research and in support of University fundraising activity, the Research Data Specialist is responsible for promoting the use and integrity of prospect information in our database of record. This includes creating queries, developing exports, running reports, assisting with data entry, supporting Team members, proactively identifying data issues, liaising with other Advancement units and maintaining business rules. The purpose of this role is to improve the quality of our database fundraising content and ensure prospect information is reliable for strategic analysis and planning exercises.

Key Accountabilities

Data management and integrity for fundraising activity

- Ensures data quality and consistency for fundraising metrics through queries and exports
- Identifies areas of risk and proposes solutions to lessen said risks
- Supports Prospect Research Team through creation of queries, exports and reports
- Develops, maintains and manages data integrity reports with support and direction from Supervisor
- Provides a high level of customer service to Advancement Faculties/Units through queries, exports and reports
- Has thorough understanding of all data elements in our system of record and their interpretation
- Strong grasp of query syntax and export capabilities from our database of record
- Collects strategic data from areas across campus that is of relevance to fundraising activities
- Prepares policy and procedure documentation

Provides support for Prospect Clearance & Management

- Manages updates to solicitor assignments and prospect ratings on the Advancement database of record through customized tools, queries, exports and reports following University guidelines
- Provides data quality oversight with support from Supervisor
- Mitigates risk through a strong understanding of purpose and function of complex ratings and reports utilized in custom tools and reports
- Communicates with Faculty/Unit-based clients regarding Prospect Clearance & Management, where appropriate

Establishing and maintaining collaborative relationships with internal stakeholders

- Serves as liaison for Prospect Research with Advancement Systems Team in the development and testing of customized tools and reports
- Co-ordinates with Alumni & Donor Services (ADS), Team to stay abreast of changes to data entry and maintenance procedures and communicate relevant changes to Prospect Research Team

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- Collaborates with ADS Team on collection and capture of fundraising data to ensure data integrity
- Communicates with Faculty/Unit representatives to address inquiries and ensure data integrity
- Partners with Advancement Training Officer to communicate and promote data expectations to Faculty/Unit Teams
- Co-ordinates with Alumni Relations Volunteer Engagement Officers to understand data entry processes and requirements and communicate to Prospect Research Team and Faculty/Units, where appropriate

Performs Prospect Research services

- Performs basic prospect research activities as necessary
- Communicates with Faculty/Unit-based clients at all levels regarding research requests
- Manages multiple deadlines and competing priorities to ensure projects are completed on time

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Post-secondary degree, or equivalent experience; Specialized studies in databases and systems an asset

Experience

- 2 – 3 years of data management experience on an enterprise level database
- Previous experience developing Queries, Exports and using canned Reports from an enterprise level relational database
- 1 – 2 years at a charitable organization preferred
- Proven strong verbal and written communication skills
- Previous experience with Raiser's Edge an asset

Knowledge/Skills/Abilities

- Excellent client service and communication skills, demonstrating diplomacy in all situations
- Ability to take initiative
- Possess sense of curiosity and collaborative mind set
- Strong attention to detail and organizational skills
- Ability to work independently and as part of a Team
- Excellent problem solving and interpersonal skills
- Strong computer skills, with advanced proficiency in MS Word and Excel
- Previous experience with Raiser's Edge an asset
- Ability to handle confidential matters with a high level of integrity

Nature and Scope

- **Contacts:** Collaborating with Advancement staff at all levels across campus to ensure data collection and integrity.

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- **Level of Responsibility:** Accountable to the Associate Director, Prospect Research. The role may be expected to manage competing deadlines and priorities and must inspire colleagues to work collaboratively towards a common goal.
 - **Decision-Making Authority:** Applies specialized knowledge in making decisions and suggesting recommendations. May be required to make decisions by weighing several factors, some of which are partially defined and entail missing pieces of critical information. Supports and acts on decisions.
 - **Physical and Sensory Demands:** Minimal demands typical of a professional office environment; majority of time will be spent at a desk working on a computer.
 - **Working Environment:** Minimal exposure to disagreeable conditions typical of a professional office setting. Some exposure to stress and pressure associated with constant deadlines, competing priorities and the impact of prospect research decisions on fundraising efforts.