



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Data Entry Specialist
Department:	Institutional Advancement
Reports To:	Senior Director of Advancement Operations

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

Data Entry Specialist is responsible for the integrity and accuracy of donor records in the donor database (Raiser's Edge). The incumbent will also enter a wide range of fundraising, demographic and biographic data into the database. The position will perform research, analysis, interpretation, and documentation in support of the constituent records. He/she works within the guidelines, policies and mission of the organization. The establishment and maintenance of key functions to facilitate customer service oriented relationships with various university units is necessary to complete the above stated functions.

Examples of Duties and Responsibilities:

- Coordinates and maintains data integrity procedures, processes and modifies policies that efficiently enhance data integrity. Stay abreast of peer data integrity processes and methods; and technology tools
- Maintains detailed, consistent, and sound communication systems with key university units affected by data integrity issues, such as finance department office, fund raising staff and in some cases, donors
- This position will contribute to the generation of accurate financial and analytical reports, implement policies to guide gift entry, and make sure that the database effectively captures donor gift information (Works to validate gift data and corrects anomalies as needed)
- Generate data lists, as needed for various communication avenues (snail mail, electronically, etc...)
- Update addresses and phones within Raiser's Edge as they become available, and create monthly reports detailing this process to ensure benchmarks are met
- Add new constituent records to the database as it relates to gift processing, analyze information and populate all appropriate data fields where information is available
- Adds and updates biographical data received as part of gifts sent to the University
- Manage gift analysis and entry procedure and process daily gift batches in a timely and accurate fashion to adhere to University Advancement's turnaround receipting/acknowledgment policy
- Conduct in-depth research for historical, biographical and current contact information for endowed, non-endowed, building and deferred gift funds
- Serve as liaison between Institution Advancement and other units to gather impact data, beneficiary testimonies, and fund utilization data
- Serve as liaison with Financial Aid to ensure scholarship/endowment funds are being distributed, as well as, gathering required documentation for reporting distribution
- Participates in monthly reconciliation of gift income for the Finance Department
- Tracks outstanding pledges and produces pledge reminders as appropriate
- Safeguards the confidentiality of departmental or office administration by exercising discretion in communicating information to faculty, students and staff, and handling of all departmental requests

Knowledge, Skills and Abilities:

- Effective oral and written skills, strong organizational skills and strong attention to detail
- Strong interpersonal skills, the ability to supervise and motivate volunteers and staff
- Ability to work independently and as part of a team
- Strong knowledge of Raiser's Edge
- Strong computer skills including basic proficiency with Microsoft Office programs
- Demonstrated ability to learn new technologies and technical skills
- An understanding of the non-profit, voluntary and social services sector
- Ability to organize and manage multiple tasks and deadlines, and work cooperatively with specified constituents
- Strong analytical and problem solving skills
- Ability to maintain confidentiality and to exhibit good judgment in making independent decisions concurrent with University policy
- Effective oral and written skills, strong organizational skills and strong attention to detail

Minimum Hiring Standards:

Education	Bachelor's degree preferred or combination of education and professional equivalent work experience.
Years of Experience	At least three years of experience in a development generation office, including demonstrated database management/report experience, use of web-based applications and other development databases as well as experience in data mining.

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