



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Data Integrity Specialist
Department:	Institutional Advancement
Reports To:	Associate Vice President, Advancement Services

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):

The Data Integrity 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.

Examples of Duties and Responsibilities:

- **Database Management & Maintenance**
 - Maintain accuracy and integrity of constituent records in the advancement database (e.g., Raiser's Edge, Ellucian, Salesforce, or other CRM).
 - Perform routine data audits, cleanups, and deduplication to ensure high-quality information.
 - Process biographical updates, address changes, and other constituent information received from donors, alumni, and external sources.
 - Manage data imports/exports, global changes, and integrations with related university systems.
 - Support prospect research efforts by maintaining prospect management data and coding including employment updates or important highlighting information.
- **Data Integrity & Compliance**
 - Ensure compliance with university policies, IRS regulations, CASE standards, and donor confidentiality requirements.
 - Implement data governance best practices to support ethical and effective fundraising operations.
 - Assist in creating, documenting and training staff on database use, data entry standards, and reporting functions.
 - Responsible for specific cleanliness of data such as updating and removing contact information, as well as, notating deceased constituents, updating mailing and email addresses, remove irrelevant information
 - Collaborate with other departments or divisions to achieve goal of shared data collaboration.

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 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	High School Diploma
Years of Experience	Entry-level

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