

Job Description

Job Title:	Data Management & Integrity Specialist		
Department:	Advancement Services	Job Type:	Full-Time
Location:	Vermillion/Sioux Falls	Pay Type:	Hourly
Reports to:	Data Analyst	Travel:	0%

Mission

Inspire investment in the University of South Dakota by promoting a culture of leadership, empowerment, and accountability.

Vision

Life-long engagement of alumni to advance the University of South Dakota.

Values

- Y Humility:** not thinking less of yourself but thinking of yourself less.
- O Collaboration:** to be cooperative and work well with others.
- T Innovation:** combining creativity and risk-taking to develop something new and different.
- E Respect:** believing other people, no matter how different from you, are worthy of your consideration and trust.
- S Service:** a focus on enriching the lives of others.

Position Summary

Reporting to the Data Analyst, the Data Management & Integrity Specialist is responsible for data accuracy, integrity and security of constituent records, and maintaining and enhancing highly confidential data in the foundation's database system. This position will also develop and maintain queries and reporting to assist in the overall function of the foundation. A key member of the Advancement Services team, the Data Management & Integrity Specialist collaborates on the strategic goals, objectives and deliverables of the organization; manages work infrastructure and processes; and nurtures the organization's culture.

Essential Duties and Responsibilities

- Maintains prospect and donor data. Accurately updates donor information and creates new constituent records as needed with information obtained from a variety of sources. Ensures data is consistent, complete and able to support current and future needs of the university.
- Creates and maintains documentation regarding internal data integrity practices. Establishes and maintains a consistent master schedule of data integrity audit screenings and activities.
- Plans and implements global data changes and imports, as well as batch uploads, exports and updates of data. Creates workflows for import and input of newly acquired data.
- Assures database quality control by routinely running data integrity reports and ensuring that corrections are made as needed. Develops and runs exception reports to ensure accuracy of all constituent information updates.
- Develops and runs basic queries, reports and mailing lists. Runs established analytical reports.
- Keeps abreast of trends in the field of data management, emerging technologies and available data management tools.
- Supports analytical project needs and research. Implements solutions, answers questions and troubleshoots issues.
- Collaborates with other staff members in the development and implementation of projects, as assigned.
- Delivers high quality customer service to end-users.
- Maintains confidentiality of donor and other sensitive information.
- Other duties as assigned.

Required Skills and Abilities

- Excellent written, verbal communication skills and active listening skills with strong attention to detail.
- Excellent organizational and interpersonal skills, including the ability to manage multiple projects, meet deadlines and work in a fast-paced environment.

- Strong strategic thinking with the ability to plan, execute and follow-through.
- Proficient in Microsoft Office Suite or similar software. Familiarity with relational database structure.

Minimum Qualifications

- Bachelor's degree required.
- 1 to 3 years of relevant relational database management, reporting or analytics experience. Nonprofit or higher education experience preferred.
- Valid driver's license and safe driving record.

Physical Requirements

Position requires sitting, standing bending, reaching and some lifting. Requires manual dexterity enough to operate standard office machines such as computers, telephones and other office and clerical equipment. The normal range of hearing and vision is required.

Employee Statement of Understanding

The information contained herein is not intended to be an exhaustive list of duties and responsibilities related to this position, nor is it intended to serve as an exhaustive list of required skills and abilities. Duties and responsibilities may be modified, assigned, or reassigned, with or without notice, and for any reason, including, but not limited to, reasonably accommodate individuals with disabilities. Regular attendance is a requirement of this position. This position is strictly at-will, meaning the University of South Dakota Foundation expressly reserves the right to terminate employment at any time, with or without reason, notice, or cause. This at-will employment relationship will remain in full force and effect notwithstanding any changes that may occur in position, title, pay, or other terms or conditions of employment. The University of South Dakota Foundation is an Equal Opportunity Employee.