

**Functional Title:** Supervisor, Biographic and Data Integrity Management  
**Reports To:** Senior Director, Gift and Donor Records  
**Pay Grade:** 52

**Overview:**

The Supervisor, Biographic and Data Integrity Management is responsible for ensuring the quality and accuracy of biographic data in the OASIS database, identifying and supervising the correction of errors, overseeing the programmatic import and export of data, management of the Gift and Donor Records project log as well as project management of departmental activities, and for the development of documentation, policies and procedures to ensure quality standards for data integrity within the OASIS database.

**Specific Responsibilities:**

- 25% Manage personnel responsibilities for two information analysts including daily direction, disciplining, hiring/dismissing, and training for new staff positions. Complete employee performance appraisals. Make recommendations to staff on classes for professional development. Manage time off requests and scheduling for information analysts.  
Hire and manage temporary staff as necessary in support of short term data cleanup projects.
- 25% Monitor and maintain responsibility for the integrity of the OASIS database. Provide management and directional strategy/focus for data quality initiatives for overall maintenance of Advancement data. Analyze problems associated with the OASIS database and strategically implement solutions. Identify key areas of vulnerability of data quality and document search and proactively develop and implement corrective action plans, policies and procedures as required. Implement appropriate quality control functions to monitor data maintenance performance. Perform ongoing review and audits.
- 15% Oversee data updates using OASIS database application tools. Analyze data to be loaded, troubleshoot and resolve issues identified. Collaboratively work with IT staff to improve load programs, where necessary. Interact with IT and Advancement staff to expand gift loading, to prevent double-entry. Test changes to existing loads or new loads programmed to ensure the

functionality matches expectations and works correctly. Analyze needs to produce and present reports post-load to inform constituents of data impact. Work in partnership with Advancement colleagues to ensure load schedule is coordinated with mailing and solicitation schedules and that data loaded is correct.

- 10% Plan and direct the Data Quality Project log/calendar to ensure timely completion of data maintenance projects. Lead and manage recurring and ad-hoc customer projects, including yearly review processes and data loads from other systems. Assess incoming requests and workload, prepare, and distribute assignments as needed for staff completion. Maintain a system of tracking work assignments for subsequent follow-up and verification of completion and quality. Provide feedback and corrective training for all staff as warranted. Work collaboratively with other units on projects that cross departmental boundaries.
- 10% Serve as primary departmental liaison for University stakeholders as well as for the student system overhaul project as it relates to data integration with the OASIS database.
- 5% Provide consultation and expertise to the Senior Director, Gift and Donor Services in matters pertaining to the information needs and objectives of the University's advancement community, including document management policy and initiatives.
- 5% Maintain an awareness of issues within the advancement profession, and of the goals and activities of the University of Rochester and its peer institutions. Pursue ongoing professional development through participation in meetings, conferences, and related training opportunities offered by vendors, the University, and professional organizations. Stay up to date with industry best practices to implement in daily work and strategic processes.
- 5% Other duties as assigned.

### Qualifications:

- Minimum bachelor's degree and at least three years of experience in an operational environment such as or similar to Advancement Services.
- Knowledgeable in the use of various software applications, including spreadsheet, word processing, relational database, and presentation software.
- Knowledge of SQL and ability to write queries and work with technical colleagues on determining which database fields to use for reports.
- Knowledge of national and institutional professional fundraising methods, and advancement services practices and standards preferred.

### Skills:

- Necessary strengths include organizational, analytical and problem solving abilities. Outstanding leadership, customer service, and interpersonal skills are also required, in addition to strong verbal and writing skills. Ability to manage multiple projects and staff simultaneously.
- Must be able to develop solid relationships with advancement staff, administrators, and financial officers.
- Scrupulous accuracy and attention to detail, as well as the ability to exercise sound independent judgment and follow established protocols and procedures.
- Well-developed interpersonal skills including excellent oral and face-to-face communication skills, as well as the ability to consistently produce concise, professional written communications. Ability to interact effectively with all levels of staff, including executive level clients.
- Ability to be flexible in a volume-driven environment. Proven ability to prioritize and multi-task in a fast-paced environment; accommodate shifting priorities and meet deadlines.
- Proven ability to work independently with minimal supervision as well as be a strong cross-functional team player.