

**Information Analyst
Data Management / URM C Constituent Engagement
University of Rochester Medical Center Advancement**

Grade 51

Overview:

The Information Analyst for the University of Rochester Medical Center Advancement Office of Data Management / Constituent Engagement reports to the Associate Director for URM C Advancement Data Management / Reporting. In this role he/she is responsible to work with URM C and central colleagues to provide standard and ad hoc reporting for prospect management, event management, stewardship tracking, volunteer management, and general data needs. The position works as an info analyst to review and disseminate data to Advancement colleagues with an understanding of the impact of the data on day-to-day Advancement business activities. This position works as a part time position with 24 hours/week.

Principal Duties:

Under the direction of the Associate Director of Advancement, the Information Analyst will perform duties related to:

40% Reporting

- (20%) Run weekly, monthly, and ad hoc reports from OASIS for URM C Advancement staff, URM C departments, and others as required in order to track prospect data, donors, volunteers, event data as required. Disseminate information to the appropriate parties. Communicate with customers to insure reports are meeting current business needs.
- (20%) List management of URM C Advancement data. Pull comprehensive lists for events, mailings, prospecting information, doors, volunteers, holiday cards, and general Advancement data. Communicate with customers to insure reports are meeting current business needs.
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30% Data Analysis

- Regularly review lists and data for assessment of data integrity at the direction of the Associate Director of URM C Advancement, independently and in collaboration with Advancement colleagues. Review of the data involves OASIS data, spreadsheets, Greater Giving data.

15% Special Projects

- (5%) Working closely with the Associate Director, ongoing assessment of URM C holding accounts, allocations tied to holding accounts, transfer of funds in order to maintain current up-to-date gift records for holding account related transactions.
- (5%) Monitors S:drive usage to determine the most efficient ways to maintain share drive data in order to maximize the allotted space.
- (5%) Maintain up-to-date listing of URM C event speakers and topics.

10% Stewardship reporting and data review

- Provide comprehensive reports and data to support the efforts of the URM C Strategic Stewardship Program. Reporting and data analysis will cover prospects in "thank and

plan” stage, professorships, stewardship communications, and possible candidates for impact reporting.

5% Other Duties:

- Other duties as required by the Associate Director of Advancement, including assisting with planning for special ad hoc projects regarding URM data reporting and analysis.

Basic Requirements:

Bachelor's degree and a minimum of 2-3 years of experience, advancement experience preferred, or an equivalent combination of education and experience. Familiarity with academic medical center's administration, especially Medical Center Advancement is a plus.

Skills:

Advanced computer skills working in Microsoft Office is required. This position necessitates good judgment, project management, good organizational abilities, strong communications skills, an assertive problem-solver, a team player, strong customer relations skills, and an inquisitive, mature individual with the ability to adjust to changing priorities and challenges in a busy environment.