RHODE ISLAND COLLEGE
JOB DESCRIPTION

Position classification: PSA
Date created or revised: 9/20/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Advancement Services Manager
Status: Full-time
Grade: 9
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Vice President for College Advancement and External Relations

PRIMARY PURPOSE:

Responsible for oversight of entry, integrity and maintenance of data contained in the Raiser's Edge database management system, as utilized to support engagement and philanthropic work of the college.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Develop and implement effective tools and procedures to collect, process and verify data.
- Oversee the entry, integrity, and maintenance of alumni and donor prospect data in the Raiser's Edge database management system.
- Oversee importation of selected lists within the database system and the batch coding of records for tracking purposes, including organizational relationships, communication codes and event attendees.
- Audit the integrity of the data maintained in Raiser's Edge database management system.
- Collaborate with other college offices and the Rhode Island College Foundation as necessary in the course of entering and maintaining data.
- Develop and maintain data standards, procedures, and processes in accordance with best practices.
- Fulfill requests for information, queries, data analysis, and reports for the Division of College Advancement and External Relations as well as for the Rhode Island College Foundation.
- Work closely with, and provide support to Divisional staff and the Rhode Island College Foundation staff on the coordination of development and stewardship activities.
- Assist in the preparation of mailing and invitation lists for alumni engagement and donor cultivation activities.
- Serve as the primary liaison to Information Technology/MIS as it relates to system support and updates to the system.
- Support academic and administrative requests for department lists.
- Assist in the development of unit annual reports.
- Maintain knowledge of updates, new features of Raiser's Edge in order to support the work of the Division
- Assist in the training of staff working with the Raiser's Edge database system.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Vice President for College Advancement and External Relations.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree in relevant area: Math, Computer Science, Management, or related field.

Experience:

- Familiarity with reporting tools such as Microsoft Access and Excel.
- Working knowledge of PC software for data management.

Skills, Knowledge and Abilities:

- Excellent technological, data management, and communication skills.
- Ability to collaborate with others.

PREFERRED:

- A minimum of two years' working with data analysis.
- Familiarity with PeopleSoft, Blackboard or other information technology software.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.