MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Advancement System Data Coordinator

POSITION OVERVIEW

The Advancement Services Coordinator is responsible for the coordination and implementation of Advancement System priorities and needs. Responsibilities include design and generation of various data outputs, support of departmental users through training, and development and documentation of workflow and standard operating procedures. The Advancement Services Coordinator uses assorted analysis tools to query data repositories, generate reports, and identify trends and patterns in operational data. The Advancement Services Coordinator will also be responsible for overseeing the gift entry and acknowledgement process, stewardship of our donors, conducting prospect research, and supervising staff.

DUTIES

- Uses advanced reporting tools and complex queries to design and create necessary reports, dashboards and data output to support Advancement efforts.
- Generates reports, data downloads, and other procedures from associated systems for departmental personnel and other offices as required.
- Works as the liaison with Information Technology to solve various technical issues and problems related to Advancement systems and implementation of new procedures and protocols.
- Assists Advancement department with routine data hygiene procedures and data analysis.
- Ensures integrity of all data and data output for the department.
- Works with Advancement staff to identify data system needs and provides resolution to those needs.
- Trains Advancement staff on the appropriate use of Advancement systems.
- Responsible for developing, documenting, and organizing internal procedures as they relate to use of the Advancement system.
- Assists with editing of records and data entry as required.
- Assesses data workflow and assists with implementation of system improvements as they pertain to the use of the system in Advancement.
- Coordinates with IT and system vendors as appropriate for training and support.
- Acts as first line support for all data systems used by the Advancement department.
- Provides process innovation and analysis as it pertains to the use of Advancement data systems and procedures.
- Oversees the effective and accurate maintenance of data with respect to the donation process in all formats: from constituent and gift data entry on incoming online/offline donations to outgoing acknowledgements/receipts, letters, and reports.
- Coordinate database management including entering constituent data (addresses, relationships, etc) for all individuals and organizations.
- Responsible for all duties relative to gift entry including gift entry and acknowledgement letter receipt processing in Raiser's Edge.
- Oversee the stewardship of all donors including acknowledgement letters, endowed scholarship and other endowed fund reports, and donor plaques.
- Work with other departments within Advancement Division to meet their database needs and communicate updates/changes to division in a timely manner.

The statements above reflect the general details considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

SKILLS
- High level of technical aptitude.
- Strong interpersonal, verbal, and written communication skills.
- Ability to work professionally with a broad range of responsibilities
- Meticulous attention to detail including highly accurate data entry.
- Ability to maintain a high level of confidentiality.
- Demonstrated experience in establishing priorities, following plans and completing goals/objectives i9n a timely manner.
- Supervisory skills.
- Aptitude for internet research.

QUALIFICATIONS
- A demonstrated understanding of Advancement principles and best practices is required.
- Outstanding computing skills, including SQL query building skills, data analysis skills, and the ability to analyze, assess and trouble shoot complex data issues is required.
- Experience with report generation software is required.
- Must be methodical, organized and have strong communication skills which include the ability to communicate complex technical information to non-technical audiences.
- BS degree in a business-related discipline with a minimum of 5 years of experience.
- Strong Development software skills; experience with Raiser's Edge highly desirable.
- Prior experience with non-profit work is preferred.

SPECIAL CONDITIONS
- A Background Check is required
- MMA is a tobacco-free campus

WORKING CONDITIONS
- Sitting/computer keyboard manipulation/computer screen
- Must be able to visually inspect work and generate own work on computer
- Close office setting
- Position requires an ability to communicate orally and in writing in English.
- The position will involve evening and weekend work

Maine Maritime Academy Position Factor Evaluation

Job Title: Advancement System Data Coordinator   Job Code: _____

Wage Grade: ___20___   Total Points: ___464___

	Factor	Degree	Points
1	Knowledge and Skill	6	216
2	Effort		
	I. Mental and Visual Effort	5	40
	II. Physical Effort	1	10
3	Responsibility for Cost Control	4	32
4	Responsibility for Others		
	I. Injury to Others	1	8
	II. Supervisory Responsibility	4	32
	III. Sensitive Information and Records	5	40
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	7	56

Date of last reclassification   09/2021