Westminster College
POSITION VACANCY

Advancement Data Specialist

Westminster College is seeking applications for this full-time, hourly support staff position which will report to the Director of Advancement Data Services. This position will be responsible for the review and verification of all advancement data as well as ensuring the accuracy of advancement data.

The successful candidate will possess the following skills: computer proficiency; expert in the use of Excel; proficient keyboarding skills; be detail oriented; have strong verbal and written communication skills; have superior organization and problem solving skills; possess a professional work ethic; and the ability to work independently.

Primary duties will include: conducting data management activities, such as, review, validation, and updating data converted from one data management system to another; work independently and assume responsibility for the accuracy, quality and timeliness of all assigned projects; assist with data management for donor appeals and reporting, and other duties as assigned.

A high school diploma is required, with experience related to this type of position highly desired. An understanding of the Raiser’s Edge fundraising software is desired, but not required. Interested individuals should submit a cover letter, resume, and the names and contact information for at least three work-related references by no later than March 16, 2016 to:

Director of Human Resources
Westminster College
319 S. Market Street
New Wilmington, PA 16172

EOE