

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 Senior Director of Institutional Advancement. The Advancement Data Specialist will work collaboratively with the Advancement team, and is primarily responsible for assisting advancement staff in the use of data to drive decision-making. This position supports Advancement priorities and initiatives by leveraging existing and new data sources to maintain accurate data, build reports and measure progress towards goals, streamlines existing data collection and reporting processes and helps develop new processes when needed. Serves as the primary point of contact and training resource for the Advancement Office as well as the backup gift processor.

The successful candidate will possess the following skills: high school graduate; strong Microsoft Office skills; Blackbaud Raiser's Edge or other donor management system experience preferred; excellent organizational, task management, analytical and critical thinking skills; ability to quickly learn new technologies while staying abreast of industry best practices, excellent verbal, written and interpersonal communication skills; high accuracy rates/attention to detail; high level of confidentiality; experience working in a development office within higher education is desirable; self-starter, needing a minimum of supervision; ability to prioritize multiple projects simultaneously; ability to be flexible with job functions while working in a fast paced team oriented environment.

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 **September 13, 2019** to:

Sr. Director of Institutional Advancement
Westminster College
319 S. Market Street
New Wilmington, PA 16172

EOE