

Data Specialist

The Data Specialist is responsible for proactively and efficiently processing record updates and maintaining the constituent records in the CRM database. The specialist will create, maintain and enhance the relationships between donors, alumni and the University.

Job Duties:

- Serves as the lead technical expert on the application of data science methods and approaches to aid in forecasting, analyzing and managing the major gift pipeline and overall fundraising results
- Proactively processes record updates and maintains the constituent records in the CRM database
- Develops and maintains internal analytics scores and develops custom components of the various platforms that affect such analyses and forecasts
- Provides accurate and comprehensive analyses and information to Advancement leadership to help understand performance and bottom-line impact to the office fundraising results
- Maintains office records and ensures adherence with policies regarding reporting and timelines
- Develops reports to support office efforts with alumni planning and implementing events
- Attends and assists with relevant office and University local and national events
- Performs all other related duties as assigned

Qualifications:

- Must prove knowledge of fundraising fundamentals, strategies and trends in data analysis
- Proficient computer skills: Microsoft Office, software platforms and database management
- Ability to use discretion, maintain confidentiality of information and other related matters
- Capacity to establish and maintain cooperative and effective working relationships with others
- Professional demeanor, flexible and able to respond to multiple demands

Requirements:

- Associate Degree or work related experience in database management is preferred
- Previous experience in university advancement, alumni affairs or higher education is a plus
- Adheres to all University policies and procedures as it relates to the Code of Conduct
- Must have some flexibility regarding work schedule

To Apply:

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at HROFFICE@hamptonu.edu or fax to (757) 727-5969:

Office of Human Resources
Hampton University
Hampton, VA 23668

***No phone calls*

***Incomplete applications will not be considered*

Forms:

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.