Advancement Database and Prospect Research Manager

Department: Advancement & Foundation
Recruitment #: S1924
Application Deadline: Review begins **May 8, 2019**. Position open until filled.
Salary Range: $48,300 - $56,800

Benefits:
Western Oregon University's offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. http://www.wou.edu/hr/benefits/

Department / Job Summary:
This is a regular, 12-month, full-time unclassified position in the Advancement & Foundation Office at Western Oregon University in Monmouth. The Advancement office is responsible for fund raising, prospect research, alumni and community relations, and the operation of the Western Oregon University Foundation. The purpose of this office is the cultivation of alumni and other potential donors through their involvement with the University; research and preparation of grant and gift solicitations; and management of gifts, grants, and bequests to the Foundation. http://www.wou.edu/foundation/

The Advancement Database Manager's overall objective and responsibility is to provide leadership for the departmental data management systems and to assist staff to utilize Raiser's Edge and other department systems in support of university goals and priorities. This position is responsible for applying independent judgement to plan, organize, and perform a wide variety of administrative and technical duties in support of the projects and goals within Advancement.

This position is responsible for the integrity of the alumni database through the management and administration of multiple databases within Advancement and for continually finding ways to improve, update, and support our data collection processes and needs, as well as provide analysis and research. This position plays an active role in the university's fundraising efforts and is also the lead on all internal training on Advancement data systems such as Raiser's Edge, Financial Edge, and Auction Systems.

This position manages the prospect research systems and will assist in the operation of the call center, and its staffing support. This position also works closely with the Advancement Executive Director and staff to identify the most appropriate assignment for major gift prospects and to develop cultivation strategies, while utilizing prospect management skills to develop successful cultivation, solicitation and stewardship strategies.

We are not considering candidates who require Visa sponsorship support. Additionally, the university typically only considers visa support for employees placed in specialized positions that are continuing regular university appointments.

Minimum Qualifications:

- Bachelor's degree (Degree must be completed by July 1, 2019)
- Minimum three (3) years of professional experience in a research related, data analysis, or strategic thinking environment in business, higher education, or non-profit.
- Experience using information databases and proficiency using search techniques related to research
- Ability to plan, coordinate, and implement projects, and the ability to work on several projects simultaneously

- Ability to translate technical language to end-users and translate data into usable reports and presentations
Strong interpersonal skills and the ability to communicate well across all levels within the university and establish and maintain relationships amongst diverse populations
- Strong computer skills, including advanced skills with contact management databases, the internet, and Microsoft Office suite
- Excellent analytical skills, detail orientated, strong customer service, and dedicated work ethic

Preferred Qualifications:

- Demonstrated knowledge of information resources and publications
- Proficiency with Raiser's Edge, Financial Edge, or other fundraising software and paid prospect research tools
- Working knowledge of operational and fiscal analysis and techniques

**A criminal background check will be required as a condition of employment

Application Instructions:

You may submit all materials online at www.wou.edu/prostaffapp

Required application materials (PDF preferred):

1. WOU Employment Application available at www.wou.edu/prostaffapp
2. Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community
3. Resume
4. Contact information for three references
5. Copy of unofficial transcripts for highest degree earned

As an alternative, you may also submit application materials to:

S1924, Advancement Database & Prospect Research Manager, Human Resources, Western Oregon University, 345 Monmouth Ave N, Monmouth, OR 97361; OR E-mail to employment@wou.edu; OR fax to: 503-838-8144

Western Oregon University (WOU) is a mid-sized public comprehensive university located in the heart of Oregon's lush Willamette Valley. The university serves a large number of first-generation college students. WOU has received national recognition for its commitment and success in serving students.   The campus is about 20 minutes from Salem, the state's capital, about 75 minutes from Portland, the state's cultural hub, and a short drive from the Oregon coast, mountains, and other scenic areas. The university is located in an increasingly diverse, bilingual, and rural area in the Willamette Valley. Our student body of about 4800 undergraduate and 600 graduate students enjoys a vibrant and close-knit intellectual community.

Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff.

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