



UMKC Foundation Position Description Data Specialist – Advancement Assoc. I

Purpose: Serving as a member of the UMKC Foundation Advancement Services team, the Ellucian CRM Data Specialist will work closely with the Director of Advancement Services, department staff, internal and external partners. This role will be the primary point of contact for timely and accurate data reports, and data hygiene. The role also will develop and present training and manage database support material for the Foundation.

Organizational Relationships: This position will collaborate closely with Director of Advancement – CRM, department staff, internal and external partners to the Foundation.

Essential Duties and Skills:

- Work closely with internal and external partners on all aspects of data reporting and data collection to meet departmental goals.
- Provide detailed, accurate, and timely lists and reports supporting all internal and external partners.
- Provides solutions to problems typical or frequently occurring to increase efficiency.
- Develop and provide presentations, including employee training relating to the Ellucian system.
- Maintains Ellucian documentation library and completes routine tasks.
- Develop and generate standard and ad hoc reports using specialized software applications as needed.
- Enter data for new records and update existing records of more than 100,000 active donors
- Be the UMKC Foundation's internal manager/expert on data needed for cultivation and stewardship work.
- Maintain confidentiality and discretion with all Foundation and UMKC data and information.
- Ability to manage a variety of requests and deadlines across multiple projects.
- Ensure accurate and best practice with all data collection and reporting.
- Possess a broad understanding of Advancement Services knowledge: gift processing, data collection, data hygiene,
- Ability to apply skills and knowledge in various processes, procedures, and systems to positively impact campaigns, programs, events, etc.

UMKC Foundation Valued Attributes: At the UMKC Foundation, we seek team members who share and can perform their work per our valued attributes:

- **Integrity:** Build trustworthy relationships based on the highest ethical standards by using clear, authentic communications.
- **Resilient:** Display the energy and stamina to embrace the challenges and ambiguity of fundraising while maintaining self-confidence, humility, and a sense of purpose.
- **Expert Communicator:** Express self in a manner that creates a deep and meaningful connection with others and empathizes with constituents or colleagues using sound judgment and diplomacy. These skills should apply equally to written and oral communications, including presentations.
- **Collaboration:** Provide expert analytical and problem-solving skills to all projects and meet the needs of the group with sound judgment, attention to details, ability to consistently meet deadlines and be expert in written and oral communications.
- **Leadership:** Strategically manage and wisely adjudicate competing priorities. Be willing to mentor and motivate those around you. Embrace innovative solutions with excitement and tenacity.

Minimum Qualifications

A Bachelor's OR an Associate's degree with at least 1 years of experience from which comparable knowledge and skills can be acquired is necessary. Attention to details is a must.

Preferred Qualifications

- Three years of data management experience
- Prior experience in non-profit organizations and/or institutions of higher education is a plus.
- Incumbent must demonstrate the ability to perform with substantial independence of administrative authority and discretion.
- The ability to maintain and adhere to privacy and confidentiality standards in data privacy and confidentiality standards.

Hiring Salary Range:

\$40,000 - \$47,500 per year commensurate with experience, education and internal equity.

Work Schedule:

- Full-time, non-exempt, benefits eligible for staff position, bi-weekly pay period
- On campus, 8:00 am – 5 p.m. Monday – Friday.
- Remote work may be available one (1) day per week, after 90 days of employment with approval.
- Occasional travel and sporadic evening or weekend work is required.

Environmental Demands: This position does not require unusual physical ability. Little physical exertion is involved, although considerable pressures exist; ability to handle tension and stress in a positive manner is required. No risks or discomforts are imposed upon this position by the physical surroundings or job situation. Travel requirements are minimal.

About the UMKC Foundation: The UMKC Foundation is a separate but affiliated enterprise devoted to raising funds for the university and for exercising fiduciary responsibility over endowments and other philanthropic investments made to UMKC.

If you are interested in helping grow the culture of philanthropy that supports UMKC, please send your cover letter and resume to: contact@umkcfoundation.org Position will remain open until filled.

[Apply Now](#)

Equal Opportunity Employer

The UMKC Foundation is an equal opportunity employer. Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations, or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America.

Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of this job. If you believe you may have difficulty performing any of the duties or functions of this job, please contact the Office of Affirmative Action at (816) 235-1323.

Know Your Rights

To read more about Equal Employment Opportunity (EEO) please use the following links:

[Know Your Rights English Version](#)

[Know Your Rights Spanish Version](#)

UMKC Foundation Statement on Diversity

We value the uniqueness of every individual and strive to ensure each person's success. Contributions from individuals with diverse backgrounds, experiences, and perspectives promote intellectual pluralism and enable us to achieve the excellence that we seek in learning, research, and engagement. This commitment makes our university a better place to work, learn, and innovate.

In your application materials, please discuss your experiences and expertise that support these values and enrich our teaching, research, and engagement missions.