
DEV-002 – Development Data Specialist – Development Office – University Relations

Position Summary

The Development Data Specialist is responsible for coordinating Portland State's prospect management efforts and conducting special projects related to Advancement Services. The Specialist reports to the Development Research & Prospect Manager. Portland State is currently enhancing its Advancement Services infrastructure, and seeks a data-savvy and people-oriented individual to be a key player in this effort. The Specialist will work closely with central and school- and program-based Development staff, the PSU Foundation, and the Alumni Relations staff.

This is a temporary position, currently expected to last at least six to eight months.

Portland State University is a comprehensive public university with an enrollment of more than 27,000 students. Portland State's mission is to enhance the intellectual, social, cultural and economic qualities of urban life by providing access throughout the life span to a quality liberal education for undergraduates and an appropriate array of professional and graduate programs especially relevant to metropolitan areas.

Responsibilities

Prospect Management (50%)

- Oversee prospect data in constituent database including audits, coding, and documentation.
- Conduct regular portfolio review with donor managers.
- Create regular prospect management reports.
- Oversee portfolio adds/drops/reassigns.
- Schedule donor strategy meetings and facilitate clearance as needed.
- Design and document prospect management processes and procedures.
- Conduct prospect management trainings.
- Conduct prospect rating projects.
- Provide backup to Development Research Analyst as needed.

Advancement Services (50%)

- Special projects as assigned (examples may include conducting a reporting inventory, implementing a document management system, or developing customized reports for end users).
- Conduct database audits and cleanup.
- Coordinate routine demographic data acquisition and uploads.
- Work with Advancement Services staff to design and document demographic, gift entry and reporting processes and procedures.

Minimum Qualifications

- Experience working with data and databases.
- Strong analytical abilities.
- Intermediate to advanced knowledge of Microsoft Excel.
- Excellent oral and written communication skills.
- Strong interpersonal skills and the ability to work with diverse individuals and groups.
- Organized, flexible, and self-directed with ability to work as part of a team.
- Successful completion of background check.

Preferred Qualifications

- Experience working in a fundraising operation, particularly experience with advancement services, data management or prospect research/management.

- Knowledge of SQL.
- Bachelor's degree.
- Deep appreciation for the mission of Portland State University.

Compensation

Salary range: \$30,000-\$36,000 depending on experience, with an excellent benefits package including fully paid health care.

To Apply

Email cover letter , resume, and three references to:

Search Committee – DEV (Data Specialist)

Office of University Development

devjobs@pdx.edu

Review of applications will begin immediately.

Portland State University is an Affirmative Action, Equal Opportunity institution and welcomes applications from diverse candidates and candidates who support diversity. Our university community values campus diversity and we particularly encourage members of historically under-represented groups to apply.