ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Data Integrity Specialist
DEPARTMENT: Development and Alumni Relations (DAUR)

The Data Integrity Specialist works as a member of the Advancement Services team on the strategizing, enhancement, and incorporation of all data management requirements and issues for constituent and giving data collected and used by Development and University Relations. This position reports to the Director of Gifts, Records, and Data Integrity.

RESPONSIBILITIES:

- Review and validate gift and biographical information in the BANNER database to support Development and University Relations fundraising and constituent engagement efforts;
- Assist in planning, managing, and implementing major data cleanup projects;
- Assist in the integration and regular maintenance of data across multiple systems;
- Coordinate the development and use of reports, dashboards, and data extracts to monitor data accuracy and improve the application of data in DAUR activities and outreach;
- Maintain and manage a calendar of ongoing Development technical tasks such as data rolls, mailing list creation, data extraction projects, and reports;
- Supervise constituent records from creation to deceasing;
- Collaborate with other departments, including but not limited to the Fordham Fund, Controller’s Office, and Fordham IT to complete regular tasks, troubleshoot specific issues, and streamline processes;
- Assist in preparation and review of the annual audit, VSE, and other relevant surveys related to benchmarking fund-raising results;
- Provide guidance and support for the day to day responsibilities of the Gifts and Records teams as necessary;
- Document changes to policies and processes, as necessary;
- Assist in training other Advancement Services and DAUR team members;
- Keep pace with technologically driven changes to create greater efficiency, enhance workflows, and creatively resolve data quality and retrieval challenges.

QUALIFICATIONS/EXPERIENCE:

- A Bachelor’s degree or significant professional experience in managing relational database constituent content, coding, and maintenance in the higher education space;
- Proven experience in relational databases, online constituent engagement platforms, Microsoft Office tools including Access and Excel, and SQL query writing. Experience in data warehouses, visualization tools, the Banner Advancement module, and/or iModules Encompass is a plus;
- Excellent organizational, interpersonal, and communication skills with the ability to successfully collaborate with people of all backgrounds;
- Ability to multi-task, prioritize work effectively, meet firm deadlines, and to handle the pressure of a fast-paced work environment;
- Strong attention to detail and accuracy;
- Ability to manage confidential and sensitive information with appropriate discretion.

SALARY: Commensurate with experience
START DATE: ASAP
SEND LETTER, RESUME TO: developmentjobs@fordham.edu

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