



Business Analyst *Job Description*

Washburn University Foundation is committed to building a community of support further strengthening Washburn University and enhancing the educational opportunities and experiences of our students. We build lifelong connections and partnerships with alumni and friends, and secure, invest, and steward private financial support.

Job Classification: Exempt, Full-Time

Work Schedule: Monday-Friday, 8 a.m. to 5 p.m.

Reporting Relationship: Director, Information Management, Analysis & Reporting

Primary Accountability:

The Business Analyst provides key analytical and reporting functions to Washburn University Foundation (WUF) through a customer-service oriented program of analysis and data management to support the organization's overall fundraising efforts. This position will design procedures, conduct work simplifications and provide strategic and technical insight into the proper entry, query/export and reporting from the Raiser's Edge (RE) constituent database. This position will be a key member of the Strategic Advancement Information team which is a dynamic, fast-paced and high-impact part of the organization.

Major Duties:

- Key member of the information team impacting overall strategies and fundraising efforts; provides import, export, query and report on data fields quickly and easily from RE to support all divisions of WUF as well as campus partner needs from the RE Alumni and Donor database in which WUF manages;
- Develops, maintains, and monitors all data integration and data sharing/output efforts between the Raiser's Edge database and other systems; the goal is to facilitate and support all fundraising initiatives and data needs within the Washburn University Foundation and with other campus partners;
- Manipulates and assimilates large amounts of unique data into meaningful, informative datasets and/or reports primarily through Microsoft Excel and Access and some use of Crystal Reports;
- Understands the database coding structure for gifts and other related information in the RE database in order to create analytical reports, mailing lists, data analysis projects and other related requests based on that information;
- Prepares Monthly Management Reports which can include Financial, Action, Solicitor Performance and the overall Fundraising Scorecard;
- Prepares Campus Partner Stewardship reports on a monthly basis;
- Develops a firm understanding of the roles and responsibilities of the Gift Information Specialist position to review the daily gift batches on a regular basis, as well as key gift batches as a backup in times of absences or high gift volumes. Quality knowledge of gift accounting procedures is vital to assist with reporting and analysis projects as well;
- Prepares recommendations for implementation of new system procedures;
- Reviews reports and confers with management and users about format, distribution and purpose, and to identify problems and improvements;



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- Works collaboratively with the Director, Information Management, Analysis and Reporting and other team members on special projects;
- Performs other duties as assigned.

Qualifications:

- Bachelor's degree in business, mathematics, accounting, information systems or related degree required;
- Strong analytical and critical thinking skills required;
- Demonstrated reporting, data analysis and data management skills preferred;
- Advanced computer skills including Microsoft Excel and Word required; experience with Blackbaud Raiser's Edge or similar CRM database preferred;
- Ability to gather large amounts of data, analyze, evaluate and disseminate in a succinct and effective manner;
- Strong attention to accuracy and detail;
- Strong problem solving skills;
- Strong organizational skills, the ability to manage multiple projects, and meet deadlines;
- Appropriate interpersonal skills to collaborate effectively with colleagues and staff;
- Ability to identify and initiate process improvements;
- Professional attitude and the ability to maintain confidentiality;
- Demonstrated ability to work independently and as a team member;
- Reliable and predictable attendance.

Physical Demands:

- Ability to sit for extended periods of time;
- Ability to read computer screens and mail.

Work Environment:

- Innovative, dynamic and fast-paced team environment;
- Professional and results-oriented environment in an office setting;
- Interaction with staff and campus partners.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

To apply:

Please go to Creative Business Solutions at www.cbsks.com and click on "Apply Now!" under "Jobs" to submit your resume, cover letter and three professional references.

EEO Employer