



JOB DESCRIPTION:	Advancement Database and Constituent Research Coordinator		
DEPARTMENT:	Foundation & Alumni Affairs		
REPORT TO:	Senior Executive Director of Foundation		
EEO CLASSIFICATION:	Professionals	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	609010	DATE APPROVED:	20-OCT-2021
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Serves as the primary custodian of the WNMU Foundation's donor and alumni database and conducts constituent-based research to maintain clean and accurate records.

DUTIES:

1. Ensures timely, accurate and consistent processing of constituent records, attributes, education and relationship information, donor gifts, event records, media files, prospect records and more. Follows standard operating policies, procedures and protocols to maintain accurate coding, table entries, data entry, query integrity, and consistency in reporting.
2. Serves as the main contact for database provider (Blackbaud), and coordinates software updates, system analysis and error resolution. Oversees user accounts/groups, recommends and manages security permissions and develops and implements related security and privacy policies as needed.
3. Works closely with the Foundation Staff to design and generate queries, export data, and produce lists and reports as requested. Extracts and communicates key data points to facilitate management decisions and direct cultivation and solicitation strategies. Makes data accessible to Foundation Staff by converting analytical needs into logical, well-formatted reporting tools.
4. Routinely enters and manages all gift types and donor information into the Raiser's Edge database and works closely with Foundation Staff to produce reports for donor acknowledgements in a timely manner. Makes global data changes to the database as required or requested.
5. Routinely examines, troubleshoots and cleanses current records to eliminate duplicate records, inconsistent data, and maintain overall data integrity and accuracy. Conducts research including written and oral communications to obtain current constituent data and information. Collect and maintain database(s) of obituaries specific to current constituents and Alumni.
6. Develops database management plans as new external data becomes available, working with departments across the University to collect and import or export data, constituent, and alumni information.
7. Conducts data mining projects on individuals, corporations, and foundations using a wide variety of biographical, organization, and financial sources, including online database services, websites, library and government sources, and other external repositories of public information, to assist in the development of donor strategies.
8. Provides thorough research in the collection of identifying successful WNMU Alumni for features, recognition, prospect management and engagement opportunities. Assist with the collection of Alumni class notes, stories and supplemental information to be added to constituent records for segmentation purposes.
9. Continually measures results on Data Health Scorecard and identifies, researches, recommends and implements processes to improve data capture and management.
10. Utilizing existing internal and external resources, collect and digitize historical alumni data for record,

file and website augmentation.

11. Required to handle donor and constituent confidentiality in accordance to WNMU Foundation policies and procedures.
12. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree or equivalent combination of training and experience in office administration, business or a related field. Demonstrated experience with a donor database, preferably Blackbaud's Raiser's Edge or similar program in an academic or non-profit environment required. Bilingual (Spanish) preferred.
 2. **Job Knowledge:** Knowledge of non-profit best practices, fundraising principles and donor confidentiality. Knowledge of basic functions and operations of the divisions and University departments. Skill in the operation of a variety of office equipment and software including but not limited to computer, fax, copier, and telecommunication equipment. Proven organizational, planning and time management skills. Ability to work in an environment subject to frequent interruptions, changing priorities, and maintaining confidential information. High attention to detail and accuracy. Excellent project management, communication, interpersonal and research skills. Ability to work independently with minimal supervision, but also function effectively with a team. Customer centric with the ability to interact professionally with campus colleges at all levels, as well as donors, alumni, students and parents. Must be knowledgeable of University policies and procedures, and state and federal laws and regulations that apply to University processes. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
 3. **Working Conditions/Physical Demands** Normal office, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
1. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)