

West Chester University Foundation Data Specialist

The WCU Foundation is an independent non-profit organization that supports the goals of West Chester University through fundraising activities, the management of donated resources, and the promotion of the University's needs to prospective contributors.

The West Chester University Foundation is currently looking for a **Data Specialist** to join its dedicated, dynamic and collaborative Advancement Services team. The Data Specialist is responsible for ensuring efficiency and timeliness in processing donor and constituent information using best practice techniques in order to maintain optimal data integrity.

At West Chester University Foundation, we focus on building a team and working environment where individuals can succeed professionally and personally. We work with the mindset that an organization is healthy when we work with passion, respect, innovation, dedication and a high degree of ethics.

As a member of our team, you will have a direct impact on a meaningful mission that engages donors and other partners to drive student success. We know that succeeding in our mission of helping West Chester students to achieve more is critical and requires incredible talent and teamwork. We invest in our employees by providing the tools, knowledge and environment necessary to achieve these goals.

More about the WCU Foundation can be found at www.wcufoundation.org

Essential Job Functions:

- Maintain the integrity of the fundraising database through scheduled data checks, updates and review of donor records.
- Review daily incoming news alerts, data and social media for potential prospects and data updates.
- Assist with timely, accurate gift entry, generation of donor acknowledgments and prospect data entry according to established procedures.
- Respond to donor inquiries and request for information as well as contact donors directly when clarification is needed.
- Other duties as assigned.

Job Requirements/Qualifications:

- High school diploma or equivalent
- Ability to identify and extract pertinent information from source documents.
- Proficiency in Microsoft Office programs.
- Effective oral and written communication skills.
- Must demonstrate a strong customer service focus to foster cooperative relationships both internally and externally.
- Excellent organizational skills and proven attention to detail.
- Ability to prioritize projects, review work for accuracy and complete in a timely manner.

Typical Work Conditions:

- Work is performed in an office environment.
- Extensive time sitting at computer
- May work additional hours as needed.

- Use of personal devices (cell phone, personal computer, etc...) may be necessary on occasion to maintain business operations.

We are proud to offer a competitive salary of \$16-\$17 per hour commensurate with experience and ability. This position is budgeted 30-37.5 hours per week and includes full benefit package such as paid time off, medical, dental and life insurance, and employer contribution to retirement plan. For details on available benefits, please refer to the Benefits Summary on our website www.wcufoundation.org/employment. No relocation assistance is available for this position.

Applicants must submit a **letter of interest highlighting relevant professional accomplishments, a current resume, three references, and salary requirements.**

Please apply by sending requested documents to hr@wcufoundation.org. Review of applications will begin immediately and will continue until the position is filled.

West Chester University Foundation is an Equal Opportunity Employer. Applicants for positions are considered without regard to race, creed, color, country of origin, sex, age, citizenship, disability, sexual orientation or any other protected characteristics established by law.