Data Specialist - HigherEdJobs

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Type: Full-Time
Salary: $50,000 per year
Posted: 17 days ago
Category: Database Administrator
Company Description:

McDaniel College is a four-year, independent college of the liberal arts and sciences offering over 100 undergraduate and graduate programs. One of the original "Colleges That Change Lives," McDaniel emphasizes experiential learning and student-faculty collaboration to develop the unique potential in every student. Represented by the Green Terror, over 20 athletic teams compete in the NCAA Division III Centennial Conference. A student-centered community of 1,600 undergraduates and 1,400 graduate students offers access to both Baltimore and Washington, D.C., plus a European campus in Budapest, Hungary.

This position has a budgeted hiring rate of $50,000. The position is classified as A2. The A2 salary band for all full-time, 12-month positions at the college with this classification have a minimum rate of $43,880 and a maximum rate of $63,187. For benefit purposes only, the workweek is estimated to be 35 hours per week. The actual schedule for exempt positions may vary based on the workload and responsibilities assigned.

At McDaniel College we value our employees by offering our full-time employees tuition remission, 403B retirement accounts, paid time off, medical insurance, flexible spending accounts, life insurance, and paid maternity and parental leave. For more information about the college's benefits, please click here to review the 2026 benefits guidebook and click here to view 2026 premium rates.

Click here to see how McDaniel College employees impact the lives of students.

Job Description:

The Data Specialist is a strategic contributor to the Institutional Advancement team, responsible for ensuring data integrity, optimizing systems integration, and supporting enterprise-wide engagement efforts. This role combines technical expertise, analytical thinking, and cross-functional collaboration to drive operational excellence and enhance the constituent experience.

Specific Responsibilities

Strategic Data Management and Governance

- Execute the import and integration of new student records, parent relationships, educational histories, and graduate student data into Blackbaud Raiser's Edge. This includes preparing and validating import files, establishing relational links between constituents, and ensuring data accuracy across multiple record types. The role requires proficiency in data mapping, troubleshooting import errors, and collaborating with internal stakeholders to maintain consistency and integrity in constituent data.
- Maintain accurate and up-to-date demographic and biographical records in Blackbaud Raiser's Edge. Ensuring timely and efficient data entry and adhering to institutional standards for data integrity and consistency.
- Analyze incoming information for relevance, accuracy, and categorization; create new donor and constituent records manually and via imports.
- Evaluate data for duplication and integrity; implement action codes to facilitate cross-departmental data sharing and collaboration.
- Lead data entry and oversight for screening projects (e.g., LiveAlumni), enhancing biographical accuracy and completeness.
- Support monthly data integrity audits and implement updates to ensure database reliability and consistency.
- Develop and maintain Standard Operating Procedures (SOPs) for Advancement Services platforms including Raiser's Edge NXT, Almabase, Informer 5, and Colleague, ensuring scalable and sustainable data governance practices in collaboration with the Director of Advancement Services and Vice President of Institutional Advancement.

- Serve as liaison with Human Resources to maintain employment records for faculty and staff; analyze and manipulate Informer 5 data for structured imports into Raiser's Edge to maintain employment records for faculty and staff in Raiser's Edge.

Event Management and Systems Integration

- Maintain the connection between Almabase and Raiser's Edge NXT to ensure event registration details, fees, and related gifts are accurately updated.
- Conduct scenario-based testing to validate API functionality and troubleshoot data flow issues.
- Create and link constituent profiles as needed to ensure accurate data integration.
- Audit synced records for accuracy; evaluate biographical and transactional updates, accepting or rejecting changes as appropriate.
- Batch and sync registration fees and gifts; apply correct campaign, appeal, and gift type codes.
- Perform global changes in Raiser's Edge to exclude event registration gifts from receipt generation, addressing limitations in API mapping.

Reporting and Engagement Support

- Assist and fulfill internal list requests by querying and segmenting data to support Advancement communications, events, and outreach.
- Generate informational and statistical reports for Advancement Services and other campus offices to support data-driven decision-making.
- Prepare and distribute "In Memoriam" notifications; verify deceased status, update records, research relationships, and format obituaries with sensitivity and precision.
- Add action codes in Raiser's Edge NXT to support downstream uses such as magazine inclusion; utilize Word merge tools for efficient communication.
- Maintain and update Raiser's Edge NXT lists for volunteer engagement (e.g., MWLN, Alumni Council, Trustees); build and refine queries to support segmentation and strategic outreach.

Constituent Research and Data Verification

- Conduct comprehensive research using Raiser's Edge, personal contacts, directories, newspapers, other institutions, vendors, and online platforms to confirm data.
- Maintain systems for tracking and resolving incorrect addresses and incomplete records (e.g., returned mail, NCOA, AddressFinder).
- Collaborate with Communications and Marketing to verify alumni magazine content; create action codes to support follow-up and engagement.

- Personally contact alumni, donors, and constituents to verify and update biographical and contact information, ensuring data accuracy and completeness. The position will collaborate with gift officers and alumni engagement staff before reaching out to managed prospects and volunteers.

Gift Processing and Operational Continuity

- Assist the Gift Services and Accounting Manager in processing gifts and pledges, ensuring accuracy, timeliness, and compliance with institutional procedures.
- Participate in cross-training initiatives; serve as a fully trained backup for gift entry, pledge updates, and donor acknowledgments to ensure continuity of operations.

Professional Development and Cross-Functional Collaboration

- Engage in ongoing professional development to stay current with best practices in data management, reporting, and technology trends.
- Participate in cross-training with the Data Specialist to support collaborative data projects and adapt to shifting priorities.
- Contribute to process optimization and continuous improvement initiatives across Advancement Services.
- Engages in professional development in emerging technologies, especially artificial intelligence (AI). Collaborate with the Director of Advancement Services to identify and implement AI solutions that enhance responsibilities and advance departmental goals.

Information Security and Compliance

- Adhere to all policies and procedures established by Data Stewards.
- Comply with federal and state regulations and College data standards.
- Access and use institutional data solely for legitimate College business purposes.
- Implement safeguards for Limited Access and Restricted Data.
- Maintain accuracy, appropriateness, and timeliness of institutional data.
- Complete the annual confidentiality agreement if access includes Restricted Data.

Other Responsibilities

- Perform additional duties as assigned to support the Advancement team and institutional goals.
- Provide support within the constituent engagement model as needed to assist with constituent engagement communications and activities.

- Participate in college-wide events that require full Advancement team support, including occasional evening and weekend work during key times of the year when "all hands-on deck" are needed. This includes, but not limited to: Alumni Weekend, Parent and Family Weekend, Scholarship Luncheon, Founders Society Celebration, and constituent engagement events.

Requirements:

Qualifications

- Bachelor's degree preferred, or high school diploma with a minimum of 1-3 years of user experience with multiple database applications.
- Demonstrated experience with Blackbaud Raiser's Edge NXT is essential.
- Proficiency in relational databases and Microsoft Office 365; advanced skills in Excel required.
- Familiarity with platforms such as GiveCampus, Almabase, LiveAlumni, LexisNexis, ThankView, Ellucian Colleague, and Informer 5 preferred.
- Strong attention to detail, analytical thinking, and creative problem-solving skills.
- Effective written and verbal communication skills.
- Proven ability to prioritize tasks, meet deadlines, and manage multiple responsibilities in a fast-paced environment.
- Ability to work independently and collaboratively across teams.
- Discretion in handling highly confidential information.
- Commitment to data integrity, process improvement, and professional standards.

Working Conditions

> The overall setting of the job is in an area conducive to a normal office environment with minimal exposure to adverse conditions.

Physical Characteristics

> This position requires sitting for long periods of time, as well as some bending and stooping when working with files. This position does have some limited lifting involved but not more than 10 pounds at a time. Quite a bit of finger/hand dexterity is involved regarding typing. This position will allow for up to two workdays a week remote once fully trained.

Additional Information:

McDaniel College, in compliance with federal and state laws and regulations, does not discriminate in the recruitment, admission, and employment of students, faculty, and staff in the operation of any of its educational programs and activities. McDaniel College will not tolerate any discrimination or harassment on basis of any protected status including

protective hairstyle, race, religion, color, ancestry or national origin, disability, age, sex, gender, gender identity, gender expression, sexual orientation, pregnancy, military status, genetic information, marital status, veteran's status, or any other actual or perceived legally protected characteristics.

Application Instructions:

Completed applications must include a cover letter addressing position qualifications and related experience, resume, and the names and contact information of three professional references. Review of applications begins January 5, 2025.

Please click the Apply Now button below to begin your application.
McDaniel College is an AA/EOE institution and welcomes applications from diverse candidates and candidates who support diversity.

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