



Job Description: Director (Staff)

Current Status: Active

Position Type: Staff

Department: 01063-PAE-Operations and Quality Administration

[Print Preview](#)

[Print Preview \(Employee View\)](#)

Summary

[History](#)

[Associated Classification](#)

✔ Employee Details

Position Justification

Employee First Name	Deborah
Employee Middle Name	
Employee Last Name	Campbell

✔ Job Classification

Classification Details

Job Classification	Administrator IV
Hiring Range	\$46,644.00 - \$76,440.00
FLSA	Exempt
Provisional Period	6 Months
Pay Grade Level	10
EEO Job Category	First/Mid Level Officials and Managers
Salary Minimum	\$46,644.00
Salary Midpoint	\$76,440.00
Salary Maximum	\$107,830.00

Position Details

Position Details

Department	01063-PAE-Operations and Quality Administration
Working Title	Director
Job Classification	Administrator IV
Assignment Category	Full-time regular
Weekly Schedule (HISTORICAL)	Standard
Standard Weekly Hours	37.5

Staff Work Months	12
Is this position grant funded?	
Percentage Of Effort	100
Position Number	0132924
Campus	Pittsburgh
Bargaining Unit	
Job Summary	<p>The Director of Advancement Information and Analytics oversees key “knowledge management” functions to advance the organization’s fundraising and marketing goals and improve data acquisition and documentation, business information management and analysis, and the development, use, and support of data visualization tools. The Director monitors the integrity of the information contained in the database and determines how to translate data into usable, actionable information for the formation and execution of fundraising strategies and measures of success.</p> <p>Advancement Information and Analytics supports alumni relations, annual giving and communication, University Development, planned giving, principal gifting, Corporate and Foundation Relations, and donor services.</p> <p>The Director manages internal and external business requirements and consultants and analysts who work directly with business units to define needs and compile data and information to provide visualization tools, statistical models, forecasts, metrics, and analyses to enable marketing and fundraising managers to make informed business decisions and provide management reports of results.</p> <p>The Director works closely with Senior Staff, the staff of Prospect Research and the University Development department to ensure that the marketing/fundraising databases facilitate a strategic, integrated program of prospect identification, research, and donor management in support of major fundraising campaigns and the donor lifecycle.</p> <p>The Director sets department goals and standards; participates in high-level and interdepartmental projects; manages contractor relationships; and manages a diverse and geographically dispersed team. S/he provides strategic insight and cross-program analyses and makes recommendations to optimize resources throughout the organization.</p> <p>The Director sets department goals and standards; participates in high-level and interdepartmental projects; manages contractor relationships; and manages a diverse and geographically dispersed team. S/he provides strategic insight and cross-program analyses and makes recommendations to optimize resources throughout the organization.</p>
Job Description Access	Anne Franks

✔ Job Duties

Job Duties

Percentage Of Time	25
Responsibility/Duty	Directs projects to develop the widespread use of data visualization tools, including analysis of existing reports and use of Advance, current data available, data available outside IA that can be acquired, leading a team to develop the coding and design to ensure that the project is useful and accurate
Performance Standard	Data Visualization projects completed on time. This tool has specific projects that are tailored to specific uses.

Percentage Of Time	25
Responsibility/Duty	Manages the data analyst and the projects within that area, including data discovery and predictive model development
Performance Standard	Ensures accurate implementation of predictive models and reviews predictive models for use in the division.

Percentage Of Time	25
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Responsibility/Duty	Works with all IA departments to ensure that support and guidance are provided for data analytics/visualization and are available for use in both strategic and tactical decision making.
Performance Standard	Has quarterly meetings with major stakeholders within IA to triage analytic needs and ensures that these resources are used efficiently.

Percentage Of Time	25
Responsibility/Duty	Directs data discovery and training within IA to enhance our data inventory and ensure data is acquired and used properly.
Performance Standard	Ensure that training is appropriate and up to date. Ensure that Data Discovery projects are completed on time.

Job Factors

Education and Experience Requirements

Minimum Education Level Required	Baccalaureate
Minimum Related Experience Level Required	6-9 years experience
Additional Education and/or Experience Essential to the Position	Bachelor's degree and 7+ years related experience in fundraising, direct marketing, finance/accounting, business, or equivalent combination.
Required Licenses/Certifications	
Does this position require the use of a University vehicle and therefore require a valid driver's license?	

Additional Job Description Information

The amount of supervision received by the employee	Act independently within broad program goals. Make decisions based on analysis, experience and judgment.
The analytical skill required	Experience in utilizing standard statistical practices and tools such as SAS, excellent analytical and quantitative skills, including ability to manipulate, analyze, and interpret data and statistical models. Experience with major fundraising database systems such as Ellucian Advance, Raiser's Edge, SCT Banner, etc. Experience implementing results of electronic donor screening and segmenting initiatives Familiarity with relational databases and ability to extract data from databases Knowledge of current trends in fundraising, marketing and economics, including benchmarking and metrics. Successful experience in developing, directing and managing multiple projects and implementing strategic program goals. Superior oral and written communication skills. Track record of achievement in leading a team of professionals. Ability to interpret customers' requests, understand what they need and why, and design and deliver effective products tailored for each target audience. Ability to present analyses and information to small and large groups and speak succinctly about interpretation and recommendations.
The level and budget volume of financial responsibility/accountability	Decisions may have program-wide impact and may bind the organization financially or legally.
The impact of actions carried by this position.	Work product is used for major decisions and strategy and errors could be very costly.
Does this job manage/supervise two or more full-time staff or the equivalent of two full-time staff?	

If Yes, provide the names and working titles of the employees	
The scope of human resources impact of this position	Supervise of one analyst, including responsibility for recruitment, performance management, training, and career development.
The level and nature of the internal contacts	Gain cooperation from and collaborate with individuals or groups over whom there is no direct authority in order to accomplish program goals.
The level and nature of the external contacts	Contact with vendors and consultants on a wide range of projects
The level of decision making required	

✔ ADA and OSHA

ADA and OSHA

Essential Functions	Work is performed in a typical office setting. Heavy computer work.
Description and Frequency of Physical Effort	very little physical work.
Does this require handling of, or exposure to human body fluids, or other potentially infectious materials?	No
Does this job require work with laboratory chemicals, chemical carcinogens, or other hazardous materials?	No
Does this job require handling of, contact with, or exposure to research animals?	No