

Data Analyst, Advancement

Advancement
Position Description

Supervised by: Senior Researcher
Secondary: National Director of Ministry Partnership Development
Status: Full-time/Non-exempt
Location: InterVarsity's National Service Center (NSC) - Madison, WI

To advance the purpose of InterVarsity, this position will serve in the analysis of institutional data through data mining and modeling to improve philanthropic productivity as well as the fundraising, marketing, and engagement programs. It is also responsible to translate business objectives into analytics solutions and to summarize and translate key findings and solutions to key InterVarsity stake holders and leadership. Using data mining, modeling and analysis, (in conjunction with a comprehensive understanding of development processes), the analyst works to create statistically based solutions and offer important insights into the giving patterns among our various constituents.

MAJOR RESPONSIBILITIES:

Personal:

- Be committed to and live consistently with InterVarsity's Frame of Reference (see below)
- Be a maturing disciple of Jesus Christ
- Be able to articulate a holistic sense of God's purposes for the world

Provide institutional data analytics by:

- Analyze and segment suspect pools for development, as well as target audiences for engagement and marketing, to maximize organizational results.
- Deliver statistical trend analysis, including performance, forecasting and projection reports on large sets of constituent data from a wide variety of sources and providing data entry and clean-up efforts as needed.
- Present analytical findings to various stakeholders, advising on how to use results to inform business strategy.
- Collaborate with IT teams to understand data needs and priorities, identify opportunities for analytics services, and operationalize analytics tools into reports.
- Educate research, development, marketing and engagement staff on how to utilize data to inform strategy and business decisions.
- Maintain the highest standards for in regards to data ethics, accuracy, collection, and transparency in data collection and analysis methodologies
- Develop and refine predictive modeling scores for major, planned, and other development engagement strategies
- Being a contributing team member towards the vision and values of Project Flourish (CRM database conversion process)

Ministry Partnership Development:

- Support and training will be provided to develop a personal support team for prayer and financial support through visits, phone calls, and regular prayer letters
- Raise a minimum of 10% financial support annually

Foster a collective Development team environment by:

- Being a contributing member of the Research and Development team meetings
- Attending and being a contributing member of the Advancement and NSC Community gatherings
- Attending and working InterVarsity events as assigned (Urbana, National Staff Conference, Guest Programs, etc)
- Other responsibilities as assigned

QUALIFICATIONS:

- Annually affirm InterVarsity's Statement of Faith
- Bachelor's degree required. Masters or PHD preferred. Strongly preferred in a quantitative research-based discipline (statistics, mathematics, economics, quantitative social science)
- Minimum of two years of experience in a quantitative or analytics role. Experience using data sets to build predictive models.
- Strong understanding of fundraising principles and models.
- Ability to take charge of tasks and work independently without close supervision
- Proficient with analytics, querying, and visualization tools such as SPSS, SQL, Tableau
- Ability to hold matters in confidence and to handle confidential information with integrity
- Ability to work under the pressure of deadlines
- Excellent customer service, interpersonal, and presentation skills
- Effective oral and written communication skills
- Proficiency with Microsoft Office suite, particularly Excel is required. Additional experience with Oracle Applications or Salesforce Non-Profit Starter Pack is preferred.
- Demonstrated ability and commitment to work in a diverse team environment
- Be a contributing member of the NSC community
- Williness to travel occasionally

**Advancement Data Analyst
InterVarsity Christian Fellowship/USA**

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Team Work:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)