



## VIRGINIA ATHLETICS FOUNDATION New Hire—Database Manager / Business Analyst

<b>Reports to:</b>	<u>Chief Operating Officer</u>
<b>Supervisory Duties:</b>	<u>Gift accounting</u>
<b>Job Requirements:</b>	<u>Previous database management and analyst experience</u>
<b>Oversight Responsibilities:</b>	<u>Oversee and coordinate VAF database and reporting needs</u>
<b>Time Requirements:</b>	<u>40 hours per week – Monday through Friday</u>

### DESCRIPTION OF DUTIES

#### *Job Summary*

The Database Manager / Business Analyst will be responsible for managing the VAF database including the analysis of Paciolan (VAF database) data and the transfer of this data to the University's database (Advance), gift entry staff and processes, information updates, working with outside vendors and other units at UVA, working with donors as questions arise, and reporting needs for different areas within VAF. This is truly a great opportunity to utilize database and business analysis skills to help VAF reach its goals. The successful candidate will touch every part of the database management and analysis process.

#### *Responsibilities*

- **Data Management:** Manage VAF's data needs and processes within Paciolan and Advance to ensure its accuracy including gift amounts, coding, and donor information.
- **Analysis:** Analyze VAF and University data in a manner that helps VAF reach its goals including how / what we communicate with donors, find prospects, etc.
- **Reporting:** Work with the different areas within VAF and create or run needed reports for events, prospecting, pledges/gifts, etc.
- **Staff Management:** Manage the gift accounting staff in a manner that ensures data is input accurately and efficiently.
- **Oversee matching gifts and gift acceptance procedures.**
- **Obtain an understanding of tax receipting regulations and oversee gift receipting, acknowledgment, and invoicing.**
- **Donor Interaction:** Respond to donors questions regarding gifts and gift related communications.
- **Gift Processing:** Assist with gift processing during VAF's busiest times.
- **Assist with organization and other office duties as the position may necessitate**

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated skills, knowledge and experience in the design and execution of business analytics and applying them to help VAF reach its goals.
- Strong business, strategic, analytical, organizational and interpersonal skills
- Demonstrated experience working in databases, reporting, and business analysis.
- Experience with gift processing.
- Demonstrated experience managing a team towards reaching its goals.
- Strong management skills with outside vendors
- Enjoy being part of a team approach to work
- Have above average computer knowledge and skills, including Microsoft Office and databases
- Excellent organizational skills and ability to manage multiple tasks simultaneously
- Self-starting/self-management and initiative
- 4-year college degree required

The Virginia Athletics Foundation offers a flexible and hybrid workplace. All team members must have access to and maintain a secure home office environment with high-speed internet service and work collaboratively with others using a variety of technologies and tools. Depending on the type of position and work performed, or as deemed by manager, some positions may be required to work intermittently in a shared office space located in Charlottesville, Virginia.

Committed to attracting and retaining a diverse staff, the Virginia Athletics Foundation honors your experiences, perspectives and unique identity. Together, we strive to create and maintain working environments that are inclusive, equitable and welcoming so we can best achieve our mission of supporting our broadly diverse donors, teams, and networks of engaged alumni, parents, and friends of the UVA Athletics.