

# California State University, Fresno Foundation

## DATA RECORDS SPECIALIST – ADVANCEMENT OPERATIONS & ANNUAL GIVING

### JOB ANNOUNCEMENT #26-787

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position with Advancement Operations and Annual Giving through the California State University, Fresno Foundation.</b> University Advancement’s mission is to inspire and increase engagement and philanthropy for Fresno State by putting the philanthropic partner at the center of what University Advancement does, thereby focusing on the philanthropic partner being the hero of their own story. The division works with alumni, friends, and the greater Fresno community to elevate Fresno State through their engagement with the University. Providing engagement opportunities is a primary role of the division, which advances Fresno State and elevates Fresno State students and the Valley. University Advancement focuses on engaging University constituents with the strong Fresno State brand and deepening the bond between alumni, friends, and the communities with the University.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Reporting to the Director of Gift Administration, the Data Records Specialist is responsible for the day-to-day maintenance of constituent records, including entering demographic data, creating new biographical entities for philanthropic partners, prospects, foundations and corporations as needed, researching and maintaining biographical information.</p> <p>The Data Records Specialist will serve as lead for mass/high volume data updates utilizing mass batch scripts as well as serve as the primary support for gift processing which includes the handling, processing and deposit of large sums of monetary gifts and gifts in-kind on behalf of the University and its supporting non-profit organizations.</p> <p>Under the supervision of the Director of Gift Administration, typical duties include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Review and maintain data in Ellucian Advance (Advance), UA’s database, entering information and populating all appropriate data fields where information is available</li><li>• Serve as lead for mass/high volume data updates utilizing mass batch scripts (i.e. Graduate loads, National Change Of Address (NCOA) updates, data appends, etc.)</li><li>• Collaborate with the Director of Gift Administration and Advancement Services Analyst/Programmer to suggest data entry solutions that will streamline data updates</li><li>• Assist in writing and updating job aids as it relates to mass/high volume data processes</li><li>• Assist in training as it pertains to the systems and processes utilized for mass batch scripts</li><li>• Serve as the primary support for gift processing which includes:<ul style="list-style-type: none"><li>○ Analyzing and entering all gifts and transactions in Advance</li><li>○ Processing and reviewing gift batches, verifying batch totals, dates, fund designations and appeal codes</li><li>○ Delivering all monies and associated gift documentation to the Fresno State Foundation for deposit</li><li>○ Preparing and sending philanthropic partner gift receipts</li><li>○ Providing customer service to philanthropic partners wishing to make a gift via phone or online</li></ul></li><li>• Complete tasks in a timely manner</li><li>• Perform sorting or tabulating operations, filing and related administrative and clerical functions as needed</li><li>• Other duties as assigned</li></ul>

<b>POSITION REQUIREMENTS:</b>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <p><b>Required Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Associate of Arts (AA) degree or higher</li> <li>• Two (2) years of administrative support or data entry experience required, preferably in a higher education setting or non-profit organization</li> <li>• Excellent administrative, organization, and time management skills with a strong attention to detail</li> <li>• Motivated self-starter with the capacity to use independent judgement to make decisions, interpret situations, and apply UA division and university policies and procedures to development and day to day work</li> <li>• Outstanding interpersonal and communications skills both written and oral</li> <li>• Demonstrated ability to maintain and handle confidential or sensitive information</li> <li>• History of punctuality, attendance and positive performance reviews</li> <li>• Experience with data management and project coordination</li> <li>• Computer literacy: intermediate general knowledge of Windows and Microsoft Office applications, specifically Microsoft Excel and Word, database software, email and internet applications</li> <li>• Strong mathematical skills and basic knowledge of financial record-keeping</li> <li>• Ability to compile, verify, and reconcile financial data</li> <li>• Ability to work quickly and accurately under pressure with periodic heavy workloads</li> <li>• Ability to work on multiple tasks with interruptions in an energetic environment</li> <li>• Ability to communicate effectively with tact, patience and courtesy</li> <li>• Ability to adjust to changing procedures and policies</li> </ul> <p><b>Preferred Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Experience in higher education environment in an advancement or development office</li> <li>• Experience working in fundraising</li> <li>• Understanding of fundraising principles</li> <li>• Knowledge of Advance database</li> </ul>
<b>COMPENSATION:</b>	<b>\$3,635.75 per month (\$43,629 annually).</b> Benefits include medical, dental, vision, and life insurance, 401(k) retirement, vacation, sick leave, and holiday pay.
<b>DEADLINE:</b>	<b>Application review begins <u>March 4, 2026</u>.</b> Position will remain open until filled.
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application.</p> <p><b>E-mail completed application &amp; resume to: <a href="mailto:auxiliary-hr@mail.fresnostate.edu">auxiliary-hr@mail.fresnostate.edu</a>.</b></p>

**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>*

*Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**