PURPOSE

The Fundraising Business Analyst provides reporting services and data analysis for the Kappa Kappa Gamma Foundation. This position will design and build reports to support the team's ability to fundraise as well as extract, analyze and present results from the Foundation's database (iMIS) as requested.

The position acts as an essential member of the fundraising team by helping develop cultivation and solicitation strategies, setting governance guidelines for donor data, and ensuring data accuracy and that iMIS is used to its full potential.

RESPONSIBILITIES

- Design, create and execute reports for the department, including fundraising and prospect activity, campaign attainment, endowments, scholarships, top donors, historical trends, and chairs and professorships.
- Identify reporting priorities, resolve data/report problems, develop protocols and provide technical training for the Foundation.
- Create, generate, and maintain reports interfacing with Microsoft SQL Server using Crystal Reports, SQL Server Reporting Services, and Excel.
- Communicate directly with internal and external clients to answer technical questions and resolve discrepancies.
- Create ad hoc queries, data sets and data automation to fulfill requests from end users.
- Apply data to help form and measure business objectives and strategies.
- Design regular donor and gift activity reports.
- Use resident reports in iMIS, including appeal analyses and fund/distribution analyses, to produce custom reports.
- Design and implement custom list selections using complex queries and segmentation criteria.
- Generate exportable lists for mailings and other fundraising activities.
- Prepare accurate donor lists for recognition, appreciation, and outreach, including lists of memorial and tribute gift donors.
- Design, update, and distribute routine reports to assist gift officers plan and implement targeted, individual gift strategies in conjunction with prospect management.
- Produce a suite of routine productivity reports and ensure reports are produced on schedule.
- Other duties as assigned.

POSITION REQUIREMENTS

- Bachelor's degree in computer information systems, management information systems or an equivalent.
- Minimum of two years of experience using Microsoft SQL Server and gathering report requirements.
- Strong Excel and Access skills.
- Experience using SQL Server Reporting Services and Crystal Reports.