

Catholic Theological Union Employee Position Description

Position:	Advancement Data Manager
Supervisors:	Director of Development and Director of Enrollment Management
Hiring Administrator:	Director of Development and Director of Enrollment Management
Category:	Administrative, Exempt Full Time

Catholic Theological Union (CTU) seeks a team player to join advancement efforts for a leading graduate school of theology and ministry in the Hyde Park neighborhood of Chicago. The Advancement Data Manager serves as multi-dimensional support to both the Admissions and Development Departments. The primary function will be data management using two separate database systems and providing insights into optimal system protocols.

Administrative support also includes standard clerical tasks, including data entry and details of office management.

Key areas of responsibility:

The Advancement Department at CTU is comprised of the Enrollment Management, Development and Marketing teams as functional areas that work in tandem to advance the institution's goals: To attract students as well as develop understanding and support among the various constituencies of the institution in order to secure the resources required to fulfill CTU's mission. The Advancement Data Manager will serve as the bridge to integrated data management.

Admissions Data Management

- Provide department support for all functions associated with the current Contact Management System (eTapestry) and Student Information System (GradPro) by entering prospective student information, query information, and other tasks related to overall database functioning and management.
- Play an active role in a migration to a new institution-wide Student Information System (SIS).
- Track applicant status in GradPro and generate reports from GradPro and eTapestry for Director of Enrollment as needed.
- Assist with management of inquiry communications as approved by the Director of Enrollment Management.
- Other duties as assigned by the Director of Enrollment Management.

Financial Aid

- Receive and process financial aid and scholarship applications.
- Track student incomplete and/or changing financial aid profiles.
- Manage scholarship funds and ensure available amounts are up to date in collaboration with Development.

- Reconcile utilized scholarship funds with scholarship offers each term.
- Participate in scholarship committee meetings and prepares documents for scholarship committee review.
- Serve as CTU point person in communication with third party student loan processors.
- Serve as a liaison with the Business Office on scholarship distributions.
- Maintain NSLDS (National Student Loan Database).

Development Data Management

- Maintain database records (students, donors, faculty, staff, friends, etc.) by actively updating addresses, mail codes, graduation status, constituency codes.
- Take the lead and work with vendor on integrating eTapestry with Mail Chimp, our eMarketing platform.
- Manage data downloads from online WordPress forms (RSVPs, registrations).
- Manage the gift-entry and donor stewardship process.
- Generate and mail printed acknowledgements for all donations, modifying and personalizing when appropriate.
- Track pledge payments, send periodic pledge reminders.
- Use various parts of the database to record conversations/meetings with donors and friends, their participation in programs and events, and other items of note.
- Run donation activity reports and batch reports and work with the Business Office in reconciling accounts monthly.
- Track registration materials and payments for Lands of the Bible trips.
- Generate end-of-year tax statement mailing for donors, as required.
- Other duties as assigned by the Director of Development.

Qualifications:

- 2-3 years relevant work experience, and bachelor's degree preferred.
- Excellent customer service skills including strong verbal and written communications skills.
- Highly organized work habits.
- Data management and analysis skills required.
- Must be adaptable, and flexible, able to prioritize and respond effectively to multiple demands.
- Capable of analytical and creative thinking, learning and problem solving.
- Must be able to work in a collaborative environment with the ability to work with multiple populations and divisions in higher education.
- Proven attention to detail and able to work independently.
- Demonstrable knowledge of Microsoft Office Suite, mail merge and Excel in particular.
- Successful work in a CRM, SIS, and eTapestry desirable, but not required.
- Must demonstrate an appreciation for CTU's Catholic context and particular mission.