

Advancement Researcher

INTERVARSITY®

Advancement
Position Description

Supervised by: Associate Director of Advancement
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 research, reporting, analysis, and data collection of prospects and current donors, and serve using Oracle Database within the Advancement team.

MAJOR RESPONSIBILITIES

Conduct prospect research and follow up:

- Write, program and generate reports in Oracle Applications/Discoverer (i.e. donors, prospects, alumni, staff, board, involvements, etc.)
- Access, research and analyze individuals and foundations in the Wealth Engine and Metasoft web databases to locate prospects for the Vision Campaign, and other funding needs
- Use online search engines to develop biographical profiles for MADRID prospects
- Recommend specific prospects and donors to the Senior Researcher, National Advancement Officers and Associate Director of Advancement
- Develop training resources for prospect research for other researchers and InterVarsity staff
- Document Frequently Asked Questions and Solutions when producing reports
- Work in partnership with Advancement administrative support to utilize tools in Metasoft's web databases
- Develop a reference tool kit on reporting and analysis of reports for other researchers
- Stay current with the trends in data prospect research and recommending new products, solutions, and ways of working and processing data

Contribute to the Major Donor Relationship Information Database (MADRID):

- Maintain and manage current data provided by Primary Relationship Coordinators (PRCs), Secondary Relationship Coordinators (SRCs), and National Advancement Officers (NAOs)
- Create and generate reports for various constituents (Cabinet/VPs, Gift Officers, PRCs, National Field Directors, Regional Directors, NAOs, etc.)
- Serve as the team participant in partnership with the Senior Researcher to develop MADRID training resources for InterVarsity staff
- Conduct regular audit reports of MADRID

Help with special mailings:

- Create and generate constituent lists for events
- Maintain and manage event list for response and next step mailing

Foster a collective research and advancement administration team environment:

- Be a contributing member of the Research and Development team meetings
- Attend and be a contributing member of the Advancement and NSC Community gatherings
- Attend and work 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
- Minimum of three years of work experience in the area of Advancement Research, Library Science or Law preferred
- High proficiency in Oracle Systems (Application, Discoverer) and InterVarsity's People 360 database and subsystems required (InterVarsity can provide training)

- Ability to take charge of tasks and work independently without close supervision
- Ability to hold matters in confidence
- Ability to develop procedures for doing work
- Ability to work under the pressure of deadlines
- Ability to work with other team members in accomplishing goals and completing department projects
- Effective oral and written communication skills
- A working knowledge of current Microsoft Software applications (Outlook, Word, Excel, Access and PowerPoint) is required
- Demonstrated ability and commitment to work in a diverse team environment
- Be a contributing member of the NSC community

Advancement Researcher 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)