This position reports to the Senior Reporting Analyst and serves as the Development and Alumni Relation Services (DARS) assistant in the day-to-day operations of retrieving and gathering data from our fundraising database, Millennium. The Assistant Reporting Analyst is responsible for assisting in the design, implementation and maintenance of DARS’ reporting efforts and reporting environment. The ability to retrieve data accurately and in a timely manner is of primary importance to the efficiency of department operations. The position will interact with all department staff, as well as with colleagues across campus, in providing appropriate information about the College’s constituents and fundraising efforts. This position requires an ability to pay close attention to details and to translate technological solutions to and from non-technical clients.

Characteristic Duties & Responsibilities:

- Creates, develops and maintains a wide range of reports, for mailing, emailing, measures, dashboards, various types of analysis and to support the daily functions of the Development and Alumni Relations (DAR) group.
- Fulfills data requests in compliance with internal and external data protocols to meet institutional objectives, using proficient understanding of DAR business operations, statistics, and other forms of analytics in the process.
- Provides support for ad-hoc requests for data, reports and/or data measures.
- Assists in the planning, evaluation, development and implementation of Millennium reporting processes and efforts.
- Assists in ensuring that all reports adhere to departmental standards, using industry best practices, accurate report documentation reflecting updates and business rules.
- Translates oral and written requests into accurate reflections of requirements: provide recommendations and plans for handling data to Senior Reporting Analyst, document processes, anticipate needs, and write accurate and detailed reports.
- Monitors and participates in relevant listservs (Millennium Users), training opportunities, user groups and professional groups (MAMUG, CASE, AASP) to maintain a strong knowledge of Millennium and the DAR field.
- Collaborates with DARS’ Director and Senior Reporting Analyst on data integrity initiatives as well as develops and implements standardized reporting and exporting procedures.
• Attends and staffs department-sponsored College events and activities as requested.
• Perform other duties as assigned.

Minimum Requirements:
• Bachelor’s degree required, or the equivalent in education, training, or experience. At least two years of working experience on writing reports, data verification, research, and data analysis
• Familiarity with custom databases, fundraising preferred, such as Millennium (preferred) or a donor management database.
• Must possess technical skills to navigate through our fundraising database Millennium and understand the technical implications of his/her work.
• Work experience using graphical reporting tool, Crystal reports preferred.
• Work experience using SQL scripting, preferred.
• Familiarity with reporting best practices and quality assurance techniques.
• Experience using software for data analysis (MS Excel or Access, or other).
• Proficiency using MS Office suite, particularly MS Excel, Access and Word.
• Demonstrated meticulous attention to detail, organizational skills, and thoroughness.
• Excellent written and verbal communication skills, with demonstrated success in communicating policies and procedures to colleagues.
• Unquestionable discretion and ability to process confidential information in a timely, accurate, and professional manner.
• Demonstrated teamwork skills and ability to work collaboratively, as well as independently.
• Should understand fundraising and alumni relations priorities and general operations.
• Listening skills, patience, and ability to teach others.
• Ability to learn, understand and apply new technologies, manage several projects simultaneously, be flexible and adaptable to change, balance multiple tasks and their deadlines.
• Ability to understand and articulate the role of a small, private liberal arts college.