AUBURN
Human Resources

Advancement Business Intelligence Analyst

Job Description

JOB INFORMATION

Job Code	MA85
Job Description Title	Advancement Business Intelligence Analyst
Pay Grade	IT04
Range Minimum	$47,970
33rd %	$57,560
Range Midpoint	$62,360
67th %	$67,160
Range Maximum	$76,750
Exemption Status	Exempt
Organizational use restricted to the following divisions	109 Senior VP-Advancement
Approved Date:	7/28/2026 2:03:20 PM

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	Business Systems Analysts

JOB SUMMARY

The Advancement Business Intelligence Analyst delivers comprehensive and accurate reporting outcomes in support of Advancement's philanthropic, engagement, and operational objectives. This position leverages existing data systems, Salesforce Customer Relationship Management (CRM), and related programs to develop and optimize an array of custom, automated, recurring, and standard reports. Collaborates with cross-functional teams to ensure technical solutions align with business goals and enhance customer experience.

RESPONSIBILITIES

- Under limited supervision, develops comprehensive reports to inform Advancement business outcomes, including fundraising production, alumni engagement, marketing, and operational needs.
- Analyzes business intelligence and reporting needs using data-driven approaches and recommends solutions to improve performance and customer experience. Ensures consistency in reporting results.
- Develops and maintains dashboards as well as CRM and related system tools, enabling stakeholders to access actionable insights. Utilizes secure and accurate use of AI tools in reporting.
- Prioritizes effective communication to stakeholders regarding reporting requests and status. May provide technical guidance and training to staff.
- Works collaboratively with others to ensure the CRM and related systems remain in a secure environment through sound confidentiality protocols. Complies with data governance and industry best practices.
- Maintains an understanding of Advancement functions and associated CRM requirements.
- Supports continuous process improvement efforts by contributing to the implementation of innovative approaches that align with Advancement goals.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	No supervisory responsibilities.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in Computer Science, Information Systems, Data Sciences, or related fields.	and	0 years of	experience in data analysis, data architecture, or data reporting. Experience in a higher education or Advancement environment is preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Demonstrated flexibility in adapting to changing business needs, tools, and processes with guidance.	
Strong attention to detail with a focus on maintaining accurate data and reports.	
Willingness to learn new tools, technologies, and industry practices.	
Ability to collaborate with colleagues to gather information and support the development of technical solutions.	
Ability to assist in analyzing business problems and contribute to data-informed insights and recommendations.	
Strong communication skills with the ability to clearly share information with both technical and non-technical audiences.	
Basic understanding of Business Intelligence (BI) tools for data analysis and reporting.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.

Travel Requirements:

None Required