AUBURN
Human Resources

Sr Advancement Business Intelligence Analyst

Job Description

JOB INFORMATION

Job Code	MA86
Job Description Title	Sr Advancement Business Intelligence Analyst
Pay Grade	IT07
Range Minimum	$64,310
33rd %	$79,310
Range Midpoint	$86,820
67th %	$94,320
Range Maximum	$109,330
Exemption Status	Exempt
Organizational use restricted to the following divisions	109 Senior VP-Advancement
Approved Date:	7/28/2026 2:00:19 PM

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	Business Systems Analysts

JOB SUMMARY

The Senior Advancement Business Intelligence Analyst leads a team of Business Intelligence (BI) professionals who deliver comprehensive and accurate reporting outcomes in support of Advancement's philanthropic, engagement, and operational objectives. This position leverages existing data systems, Salesforce CRM, and related programs to develop and optimize an array of custom, automated, recurring, and standard reports. Collaboration with cross-functional teams ensures technical solutions align with business goals and enhance customer experience.

RESPONSIBILITIES

- Leads the business intelligence function to develop comprehensive reports to inform Advancement business outcomes, including fundraising production, alumni engagement, marketing, and operational needs. Assigns work to the team to maximize consistent, effective, and efficient reporting.
- Analyzes complex 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.
- Documents technical processes and workflows to ensure continuity of the team’s reporting outcomes.
- Develops and refines the secure and accurate use of AI tools in reporting.
- Prioritizes effective communication to stakeholders regarding Advancement reporting. Provides technical guidance and training to staff.
- Works collaboratively with the Foundation Data Security Manager 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 a comprehensive understanding of Advancement functions and associated CRM requirements.
- Drives continuous process improvement by implementing innovative approaches that support 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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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 Science, or related field.	and	5 years of	experience in data analysis, data architecture, or similar technical experience. Experience in higher education or an advancement setting is preferred.	Or
Master's Degree	in Computer Science, Information Systems, Data Science, or related field.	and	3 years of	experience in data analysis, data architecture, or similar technical experience. Experience in higher education or an advancement setting is preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Demonstrated ability to adapt to evolving business needs, technologies, and strategic priorities, providing guidance to others through change.	
Strong attention to detail with responsibility for ensuring the accuracy, integrity, and quality of complex data and reporting outputs.	
Proactive in identifying and adopting new tools, technologies, and industry best practices to enhance team effectiveness.	
Proven ability to lead collaboration with stakeholders to gather, analyze, and translate complex business requirements into effective technical solutions.	
Ability to independently analyze complex business problems, generate data-driven insights, and deliver actionable recommendations that inform decision-making.	
Strong communication skills with the ability to clearly convey complex technical concepts and insights to diverse audiences, including senior stakeholders.	
Advanced proficiency in Business Intelligence (BI) tools, leveraging data to design, develop, and optimize reporting solutions.	

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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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