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Associate Director of Advancement Operations and Analytics
University of Tennessee Health Sciences
University of Tennessee Foundation, Inc.

The University of Tennessee Foundation, Inc (UTFI) invites applications and nominations to fill the position of **Associate Director of Advancement Operations and Analytics for** the UT Health Sciences Office of Advancement. Reporting to the Executive Director of Donor Relations, the Associate Director of Advancement Operations and Analytics is responsible for providing leadership in advancement analytics, reporting, data integrity, and fund management processes.

This role will develop and maintain reporting solutions, conduct independent analyses, identify trends, and deliver actionable insights and strategic recommendations that support fundraising performance, alumni engagement, and responsible fund utilization. Job responsibilities include, but are not limited to:

Data Integrity and Reporting: Design, build, and maintain recurring and ad hoc reports, dashboards, and scorecards for Advancement leadership, fundraising teams, and alumni engagement initiatives. Establish standardized reporting processes, documentation, and data quality practices that improve consistency, accuracy, and accessibility. Monitor data integrity, identify discrepancies, and coordinate resolutions with stakeholders and the UTFI database administration and Business Intelligence teams. Serve as the local subject matter expert on ACE and lead projects that improve reporting, automate workflows, and strengthen data capabilities.

Analytics: Analyze and interpret fundraising and alumni engagement data to identify trends, opportunities, and risks. Develop actionable recommendations that inform donor cultivation, stewardship, annual giving, corporate and foundation relations, and alumni engagement strategies. Evaluate performance measures to find ways to improve effectiveness, constituent participation, and long-term engagement. Prepare executive summaries and presentations that communicate trends, variances, and risks clearly to Advancement and university leadership.

Funds Management: Conduct regular reviews and audits of UT Health Sciences gift accounts to monitor activity, balances, utilization, and compliance with fund restrictions. Develop and implement processes to identify and communicate new, inactive, underutilized, aged, or expiring funds to college and unit managers. Serve as the primary contact for business managers on fund balances, utilization, and reinvestment questions. Recommend process improvements that strengthen fund monitoring and promote responsible use of philanthropic resources.

Required Education and Experience

The candidate who fills the Associate Director of Advancement Operations and Analytics position is required to have:

- Bachelor's degree
- 4+ years of professional experience in data analysis, business intelligence, reporting, institutional research, advancement services, fund accounting, fundraising analytics, marketing analytics, or a related area.

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- Experience working with databases, CRM systems, business intelligence tools, or other systems containing complex constituent or organizational data.
- Proficiency in MS Office, Adobe and data visualization tools
- Ability to manage multiple assignments, prioritize tasks, solve problems, meet deadlines, and follow through on assignments with minimal direction.
- Ability to identify trends, patterns, risks, and opportunities within large datasets and communicate findings effectively.

Note - Candidates holding a graduate degree must have at least 2 years of experience.

Preferred Education and Experience

In addition to meeting the required qualifications, the preferred candidate will have:

- Master's degree
- 7+ years of professional experience in data analysis, business intelligence, reporting, institutional research, advancement services, fund accounting, fundraising analytics, marketing analytics, or a related area.
- Experience in higher education advancement, institutional research, nonprofit fundraising, marketing analytics, or a similar data-intensive environment.
- Experience working with fundraising or Advancement CRM systems, including Salesforce, Blackbaud CRM, or comparable platforms

Application Process: Priority will be given to applications received on or before November 23rd via our DASH application system. Applications must include a completed candidate profile, cover letter, resume, and contact information for three professional references. References will not be contacted without explicit permission of the candidate.

When determining minimum qualifications, only information entered into the candidate profile can be considered. Please ensure your candidate profile is completed in its entirety as it relates to qualifying education/work experience.

Questions about the search may be directed to hr@utfi.org.

Target Start Date: January 1, 2027

Benefits: The Foundation's greatest asset is our team. Foundation employees are eligible for a comprehensive suite of benefits that includes:

- Generous paid leave, accruing up to 24 days of vacation and 12 days of sick leave annually, plus 14 paid holidays and administrative closing days
- Flexible work arrangements, offering a hybrid schedule to most team members
- Education benefits for employees and their dependents at UT System campuses
- Retirement and deferred compensation plans, including 401(k), 403(b), etc.
- Comprehensive medical, dental, and vision insurance plans

- Employee discounts to attractions, services, and goods

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The Foundation: The University of Tennessee Foundation, Inc. is a not-for-profit 501(c)3 organization that serves as the preferred channel for private contributions benefiting students and faculty within the UT System. With a vision of being one of the top-performing advancement organizations in higher education, UTFI is committed to enhancing the educational landscape across the University of Tennessee campuses.

The University of Tennessee Health Sciences (UTHS) trains the next generation of health care providers for Tennessee, cares for the people from one end of the state to the other and researches the cures for the diseases that most affect all who call Tennessee home. Founded in 1911, the main UTHS campus is located in Memphis and includes six colleges: Dentistry, Graduate Health Sciences, Health Professions, Medicine, Nursing and Pharmacy. UTHS also educates and trains cohorts of medicine, pharmacy and/or health professions students — in addition to medical residents and fellows — at its major sites in Knoxville, Chattanooga and Nashville.

The UT System: The University of Tennessee System is comprised of campuses at Knoxville, Chattanooga, Pulaski, Martin and the Health Science Center at Memphis; the Institute of Agriculture; and the Institute for Public Service.

The University of Tennessee Foundation, Inc. is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA employer. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, genetic information, veteran status, and parental status, or any other characteristic protected by federal or state law.

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