



## **JOB DESCRIPTION**

**Job title:** Data Integrity Analyst (Contractor)

**Effective Date:** *August 1, 2025*

### **Independent Contractor Status:**

This is an independent contractor position. The contractor is not eligible for employee benefits and is not subject to the same oversight, hours, or policies as employees. TMS Global will not withhold taxes on behalf of the contractor. The contractor is responsible for all equipment, insurance, and tools necessary to complete the assigned project(s), unless otherwise agreed upon in writing.

**Standard of behavior:** Living and working according to the values of TMS Global.

**Primary Contact:** Development Innovation & Operations Manager

**Classification:** Independent Contractor – Temporary, Project-Based (6 months)

**Pay Range and Hours:** \$18-20/ hour 20 hours a week

### **Position summary:**

The Data Integrity Analyst (Contractor) plays a key role in supporting the mission of TMS Global by ensuring exceptional donor care and efficient administrative support for the Development Team. This position is responsible for updating donor records as it relates to biographical information and updating any records where a donor is deceased. The Data Integrity Analyst (Contractor) serves as a point of contact for donor services and database support, upholding data integrity and ensuring timely, professional communication. With a strong focus on detail, organization, and confidentiality, the Data Integrity Analyst (Contractor) helps foster strong donor relationships and contributes to the overall effectiveness and success of the organization's development efforts.

### **Major Duties and Responsibilities:**

#### **Advancement Database Support**

- Executes data tasks in alignment with documented database governance guidelines
- Coordinates as needed with the Advancement Team to ensure data integrity



- Performs assigned regular database maintenance duties such as removing duplicate entries, making corrections, and establishing regular system checks, such as locating records without constituent codes or addresses/salutations
- Updates constituent records, including contact and employment information, and maximizes efficiencies in data reporting
- Aids in finding obituaries and adding them to deceased donor records
- Performs assigned tasks supporting Advancement's data governance strategy

**Job knowledge and experience:**

The ideal candidate should have a bachelor's degree in business administration or a related field. The ideal candidate should demonstrate the ability to multi-task effectively, maintain strong attention to detail, and exhibit a high level of organization. Exceptional communication and interpersonal skills are essential, along with a friendly, helpful, and professional demeanor in both oral and written interactions. The role requires a high degree of integrity, discretion, and the ability to maintain strict confidentiality. Proficiency in Microsoft 365 is expected, and experience using fundraising software—preferably The Raiser's Edge/NXT—is highly desirable.

**Physical requirements:**

Work should require light physical activity with a reasonable amount of repetitive motion. Must be able to lift and carry 25 pounds.

TMS Global is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, disability, or veteran status. As a faith-based organization, we are permitted to hire individuals who share our Christian faith and values, in accordance with applicable law. We are committed to creating an inclusive environment that respects and values diversity.