

WILLIAM & MARY

UNIVERSITY ADVANCEMENT

Programmer/Analyst II

Mission Statement

In University Advancement, we create the conditions for opportunity – human, financial, & experiential – by garnering and stewarding the resources that advance William & Mary.

Position Summary

The Programmer/Analyst II is a valuable member of the Advancement Information Services team in the Office of University Advancement at William & Mary.

Reporting to the Senior Director of Technical Services, the Programmer/Analyst II is responsible for technology support and programming/development for applications reporting for end-users. The Programmer/Analyst II participates in life cycle application deployment to meet Advancement's enterprise needs, including design, development, testing, and implementation. The Programmer/Analyst II will work with end-users, database technologists, programmer/analysts and other information technology professionals in developing and supporting the business systems of the university. In collaboration with partners across campus, the Programmer/Analyst II aids developers, as needed, and peer reviews code pre-production.

Specific responsibilities include (but are not limited to):

- Tier one support for Advancement's technology ecosystem.
- Design, develop, and implement technologies to assist in innovating and supporting Advancement's needs.
- Troubleshoot problems with internal technology systems, other 3rd party applications, and university-designed software. Assist in identifying data integrity issues and software design issues.
- Write and/or modify reports as needed by functional users. Assist functional users in the development and maintenance of reports.

The Programmer/Analyst II will be a collaborative partner who helps foster a culture of belonging that embraces all people and perspectives. This is a hybrid position based in Williamsburg, Virginia, that offers a flexible work environment. Please review the full position description under the "Featured Job Opportunities" on the University Advancement recruitment website: <https://advancement.wm.edu/come-work-with-us/open-positions/index.php>

Required Qualifications

- Master's degree in computer science or related field or the equivalent combination of education, training, and/or experience.
- Working knowledge of C#, Java, PHP or other common programming languages.

- Solid experience programming in SQL.
- Highly analytical, technically proficient, and able to learn new tools and software quickly.
- Familiarity with fundraising operations best practices and business requirements.

Preferred Qualifications

- Demonstrated proficiency in subject matter expertise equivalent to 3-5+ years of experience; .NET, SQL Server, CRM (Salesforce, Blackbaud, Dynamics, etc.).
- Knowledge of fundraising systems such as Blackbaud CRM, Salesforce, or Advance.
- Experience developing or maintaining system integrations between third-party platforms, such as GiveCampus and Blackbaud CRM.
- Familiarity with higher education fundraising and business processes.
- Working knowledge of JIRA or other task-management systems.
- Previous experience providing tier 1 technical support or help desk assistance while delivering a positive customer experience.

Conditions of Employment

- This position is subject to additional hours beyond the typical workday/week to include weekends and holidays.
- This position may require occasional overnight travel.
- The duties of this position may be performed remotely. With the supervisor's approval, the incumbent may have the option to work remotely on a full- or part-time basis.
- Information Security: This position requires administrative access to the university's information systems and/or sensitive College data. The incumbent is expected to be aware of and adhere to the Information Security policies of the university as well as all applicable federal, state, and local laws. Additionally, the incumbent is expected to follow information security best practices applicable to their job area and to pursue information security training and awareness opportunities when possible.

Job Duties

Programming and Development for Advancement Applications, 50%

- Architect and Develop Software Solutions – Design, develop, and optimize complex software systems and integrations, ensuring scalability, security, and maintainability.
- Lead Code Reviews and Mentorship – Provide guidance, conduct code reviews, and mentor junior programmers to improve code quality and best practices.
- Collaborate with Cross-Functional Teams – Work closely with leadership, vendors, and stakeholders to translate business requirements into technical solutions for multiple teams across advancement.
- Stay Current with Emerging Technologies – Research and implement new tools, frameworks, and best practices to enhance development efficiency and innovation.
- Lead life cycle application deployment to meet Advancement's enterprise needs, including design, development, testing, and implementation.
- Programming projects in various languages to support new and existing systems; confirming programs through pre-production testing; working with peers, customers, and supervisor to confirm operation and specifications.

- Implement additional software functionality and minor modifications to existing software, to meet the needs of functional offices.
- Design and develop automated and user-run processes to meet the needs of functional offices. Consult on usability and the design of user interfaces.

Reporting and Technology Support, 50%

- Troubleshoot problems with internal systems, other 3rd party applications, and Advancement designed software.
- Consult with functional users on the best usage of software.
- Assist in identifying data integrity issues and software design issues.
- Write and/or modify reports as needed by functional users. Assist functional users in the development and maintenance of reports.

Equal Opportunity Statement

William & Mary values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. The university is an Equal Opportunity/Affirmative Action employer and encourages applications from women, minorities, protected veterans, and individuals with disabilities.

Background Check Statement

William & Mary is committed to providing a safe campus community. W&M conducts background investigations for applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial (credit) report or driving history check.

Benefits Summary Statement

William & Mary offers our employees a full array of benefits including retirement, health insurance with options for expanded dental and vision along with group and optional life insurance with coverage for spouse and children, flexible spending accounts, and an EAP (Employee Assistance Program). Our employees enjoy additional university benefits such as educational assistance, professional development, wellness benefits, and a robust holiday schedule. All employees have access to fitness facilities on campus. Staff members also have access to the university libraries, and much more.

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In addition to salary, William & Mary provides wonderful benefits and perks that add to an employee's total compensation package. Below is a comprehensive overview of benefits for the **Programmer/Analyst II** with the top salary of **\$70,000 to \$80,000 commensurate with experience**. This position is classified as professional which defines the benefits package.

HEALTH & LIFE

Our **health plan options** are designed to support a healthy lifestyle for you and your family. You may enroll in a statewide health plan, regional plan, or, if living or working in the Hampton Roads area only, a health maintenance organization (HMO). Full-time employees pay the employee portion of the total monthly premium, and the state pays the remainder of the cost, anywhere from \$584 to \$1,802 per month depending on the employee's plan; premiums are deducted from paychecks before taxes are paid.

Group life insurance policy is also provided for you. The amount is equal to your annual salary rounded to the next highest thousand (when applicable), and then doubled. This is a double indemnity policy that would pay twice the value of the insurance in the event of an accidental death.

Employees are covered by one of two disability plans: University Sick & Disability Plan (university plan) or Virginia Sickness and Disability Program (VSDP).

University Sick & Disability Plan provides 100% pay for 120 calendar days for you if you experience an illness, surgery or accidental injury that requires you to be absent from work more than seven calendar days. Each July, 30 days of short-term disability are restored. A long-term disability plan is available for an additional cost.

The Virginia Sickness and Disability Program (VSDP) provides 60% pay up to six months for you if you experience an illness, surgery or accidental injury that requires you to be absent from work more than seven calendar days. This percentage increases after five years of service. A **long-term disability** plan is also available at no cost to you. This provides you with 60% preinjury salary.

TIME OFF

In addition to 12 paid holidays per year, William & Mary offers several leave programs. You will accrue 24 days per year of **annual leave**, which can be used for personal time, vacation, and sickness. Employees also accrue 4 - 8 days of **sick leave** to be used if you are sick or injured, or for medical appointments.

A benefit unique to William & Mary eligible employees is an additional 16 hours of paid leave per year for **community service leave**, so you can get out there and be a part of the broader community.

RETIREMENT

All salaried and benefits-eligible employees can choose to participate in the state retirement plan (VRS) or the Optional Retirement Plan (ORP). VRS contains both a pension benefit with 100% vesting after 5 years of employment and a defined contribution component with William & Mary contributing up to 3.5%. With ORP, vesting is immediate and is solely a defined contribution plan in which William and Mary is contributing 8.5% of your salary.

Take advantage of any or all our optional 403(b) and 457 savings programs offering pre-tax savings or Roth after-tax deferrals. Contribute up to the IRS-determined limit annually in each account and receive a 50% match from William & Mary for up to \$20 per pay period.

ADDITIONAL PERKS

EMPLOYEE EDUCATIONAL ASSISTANCE

Under the [Educational Assistance Policy](#), faculty and staff who are eligible for retirement participation may be eligible to enroll in certain academic credit courses at William & Mary and have the current tuition paid or waived for up to 6 credit hours each semester and during summer session (all summer sessions combined). Some restrictions do apply. In certain cases, an employee may be approved to enroll in an academic course at an institution other than William & Mary and have the current tuition reimbursed. If you have questions after reading the policy, please contact the Tax Compliance Office at Tax@wm.edu.

AFLAC

Employees can choose from different optional policies for coverage such as cancer insurance, intensive care insurance, disability insurance, etc. These are optional plans. More information about AFLAC can be found on the [AFLAC](#) website.

DISCOUNTS

W&M ID Card Local Discounts: Employees can use their ID card at participating local vendors in the Williamsburg area to receive discounts on meals, lodging and purchases.

Colonial Williamsburg Collegiate Pass: W&M employees are eligible for a discounted Colonial Williamsburg Collegiate Pass, which includes the use of Colonial Williamsburg's bus system and admission into any of the exhibits in the restored area. Present your W&M ID at the Colonial Williamsburg Visitor's Center or ticket offices to get your discounted pass.

Statewide Discounts: [DHRM List](#) information is online.

OTHER GREAT PERKS

CommonHealth: [CommonHealth](#) of Virginia offers programs available to all full-time William & Mary employees and dependents.

Legal Resources: [Legal Resources](#) is a program that allows employees to pay \$16.50 per month for legal services. Visit the website to learn more.