

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#)

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: PROSPECT MANAGEMENT ASSOCIATE

Reports To: Designated Supervisor – Foundation

UW Job Code: 3682

UW Job Family: 32 - Administrative Support

SOC Code: 13-1131

FLSA: Non-exempt

Pay Grade: 19

Date: 2-8-21

JOB PURPOSE:

Assist in managing UW Foundation prospect data to support the Development team's outreach, fundraising, and stewardship efforts. Support the Prospect Management and Research team by verifying, recording, and reporting accurate prospect data. Assist with prospect research and analytic projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reactively identify, verify, and record prospect management data to support the efforts of the UWF Development team.
- Attend pipeline and portfolio strategy sessions to gather timely updates from the Development team. Maintain updated portfolio and proposal pipeline data.
- Generate and maintain updated prospect reports for leadership and the Development team.
- Identify and record sources for biographical and contact information updates.
- Assist with prospect data cleaning projects using data audits and integrity reports. Proactively identify and remedy prospect data errors.
- Proactively identify, verify, and record prospect attributes including UW affiliation, wealth & capacity data, fundraising stages, fundraising interests, networks & connections, and contact information.
- Assist the Prospect Management and Research team by drafting, proofing, and editing research briefings.
- Maintain a strong familiarity with UWF databases, especially with regard to prospect data.
- Assist with user navigation of prospect data. Understand and provide guidance relating to Prospect Management and Research processes and procedures.
- Work closely with the Information Services team to reactively complete data entry and updates regarding the UWF constituent base.

- Add and update biographic, contact, and prospect data from various sources including the Development team, Gift Processing, Cowboy Joe Club, the Alumni Association, and campus partners.
- Maintain biographic and contact data integrity within internal databases and systems as requested, conducting data auditing and cleanup as needed.
- Identify data that may need additional verification and work closely with others to ensure the accuracy of constituent information.
- Assist with data update projects as assigned by the Data Control Specialist and the Information Services team.

SUPPLEMENTAL FUNCTIONS:

- Assist with revision of forms and office procedures.

COMPETENCIES:

- Adaptability
- Analysis/Problem Identification
- Attention to detail
- Consistency
- Initiative
- Quality Orientation
- Work Prioritization & Management

MINIMUM QUALIFICATIONS:

Education: **Associate's degree, or equivalent combination of education and experience.**

Experience: **1 year progressively responsible work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Records maintenance and management.
- Basic theories, concepts, methods and techniques in area of responsibility.
- Computer programs and software in use in the department or area.
- Customer service standards and procedures.
- Data entry to online information systems (Banner, PeopleSoft, Kronos, etc.).
- Advanced computer-programming languages in use in the area.
- Recordkeeping methods and techniques.
- Advanced operation of MS Office (Outlook, Access, Excel, Word, PowerPoint).
- Advanced database principles and management.
- Advanced database management systems, languages, procedures, and controls.

Skills and Abilities to:

- Develop and maintain accurate databases.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Communicate effectively, both orally and in writing.
- Maintain complete and accurate records.
- Work as a team member and foster a cooperative work environment.
- Plan, implement, test, and monitor database security solutions.
- Maintain confidentiality.
- Develop and maintain recordkeeping systems and procedures.
- Data entry.
- Data acquisition.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment. Regular exposure to video terminal displays.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.