

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 RESEARCH ASSOCIATE

Reports To: Designated Foundation Supervisor

UW Job Code: 3680

UW Job Family: 32 - Administrative Support

SOC Code: 13-1131

FLSA: Non-exempt

Pay Grade: 19

Date: 12-1-13

JOB PURPOSE:

Identify new prospects and research donor prospects in response to research requests to support fundraising and development efforts. Prepare detailed reports on individuals, corporations, and foundations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Research, analyze, compile and organize development/prospect data; write highly sensitive/confidential documents.
- Provide accurate and timely information on donors and prospects to UW leadership, key volunteers and Foundation staff for increasing major gift support.
- Provide high-level research on individuals, corporations and foundations using a wide variety of biographical, organizational and public sources including online database services, internet websites, library and government sources and other external information sources.
- Produce clear, concise, and accurate research briefings, profiles and reports on donor giving capacity, inclination to give, interest and other biographical data for development staff. Extract and communicate key information, which directs cultivation and solicitation strategies.
- Conduct proactive research to expand major gift prospect pool through data analytics, research techniques and electronic searching methodologies. Ensure that fundraising initiatives have sufficient prospects to meet fundraising goals.
- Perform related data entry and maintenance. Create, manage and interpret reports in support of prospect identification, prospect management and track major gift fundraising progress. Provide regular quality checks through the development and review of regular audit reports.
- Respond in a timely manner to all prospect management inquiries, data entry requests and report requests (including ad-hoc and portfolio/proposal/pool analysis projects as requested).

SUPPLEMENTAL FUNCTIONS:

- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.
- Attend and participate in training and other professional development activity.
- Other related duties may be assigned or added.

COMPETENCIES:

- Attention to Detail
- Integrity
- Work Tempo
- Independence
- Quality Orientation
- Judgment

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **None**

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Records maintenance and management.
- University policies, procedures and regulations.
- Applicable state and federal regulations pertaining to development issues.
- Information and bibliographic research principles, methods, and techniques.
- Data entry to online systems.
- Institutional fundraising, promotional, and/or public affairs programs, methods, procedures and techniques.
- Current technological developments/trends in area of expertise.

Skills and Abilities to:

- Meet project goals and deadlines.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Proofread documents.
- Make informed decisions and resolve conflict situations concerning development projects.
- Strategically use a wide range of advanced automated library and bibliographic search systems.
- Maintain complete and accurate records.

- Develop reports.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
- Provide excellent customer service.
- Manage time and projects with competing and time-sensitive deadlines.
- Communicate effectively, both orally and in writing.
- Foster a cooperative team environment.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment.

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.