



THE UNIVERSITY OF ARIZONA FOUNDATION

POSITION ANNOUNCEMENT

Job title: Prospect Research Analyst
Department: Development Services, Development Research & Resources
Hours: 40 per week
Opening: February 14, 2017
Classification: Non-Exempt, Classified
Closing: Open Until Filled
Benefits: Yes

General Position Summary:

Reporting to the Associate Director of Prospect Research, the Prospect Research Analyst identifies, researches, and analyzes information on prospective donors to the University of Arizona. The Analyst provides research support to key leadership at the University and within the Foundation, as well as to Development Officers (DOs), in order to inform development strategies and advance potential donor relationships.

The Prospect Research Analyst responds to research requests in a timely manner, analyzing and synthesizing information, and generating user-friendly profiles, memos and reports. The Analyst qualifies, screens, and rates potential donors, and proactively identifies new prospective major and principal gift donors. As part of a collaborative team, the Prospect Research Analyst coordinates with Prospect Management staff to ensure that the best prospects are assigned to development officers, and plays a critical role in the overall success of the growing UA Development Program.

Supervisory Responsibility:

No supervisory responsibility at this time.

Essential Functions/Major Responsibilities:

- Using a variety of electronic and print resources, develop and synthesize information on prospects (including individuals, corporations and foundations) to produce clear profiles/biographies of their background, career, financial capacity, philanthropic interests, and nature of relationship to the University.
- Undertake financial analysis of prospects' and donors' known wealth indicators to assess potential philanthropic capacity.
- Conduct proactive research to identify new potential major and principal gift donors using push technology, data mining, screening, and other methods.
- Proactively track and disseminate donor and prospect-related information. Monitor news and publicly-available financial information on prospects from SEC filings, press releases, and major newspapers.
- Analyze various geographic areas and industries to ascertain the University's strength and fundraising viability in particular sectors.
- Support prospect screening and data mining projects. Help to independently verify screening results.

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Essential Functions/Major Responsibilities (Cont.):

- Update information in The Raiser's Edge database following established data standards.
- Strategize and partner with prospect research staff, prospect management colleagues, and DOs to support the development of high-capacity portfolios.
- Maintain proficiency with standard prospect research resources (electronic, print, and other) and stay abreast of new resources and technologies.
- Track research activity for internal prospect research metrics.
- Seek opportunities for professional development to enhance job performance.
- Safeguard the confidentiality of constituent information at all times by adhering to ethical and confidentiality guidelines of the Foundation, University, and the Association of Professional Researchers for Advancement (APRA).
- Perform additional duties as assigned.

Job Scope:

This position operates within established policies and procedures and makes recommendations for changing procedures. Decision making requires good judgment and understanding of complex processes. Duties are performed with limited supervision. Work responsibilities frequently concern confidential and/or sensitive information requiring the use of professional discretion in all communications.

Interpersonal Contacts:

A substantial amount of interpersonal contact occurs within the Development Research & Resources office. Teamwork, cooperation and constant communication between all members of the department are required in order to successfully complete job duties. This position will also have contact with a broad network of Foundation and University departments.

Specific Job Skills:

- Demonstrated skill and knowledge of, or ability to learn quickly, the technology tools available to University of Arizona Foundation, including The Raiser's Edge (fundraising and donor management software), a Microsoft Windows computer environment, and the Microsoft Office suite (including Microsoft Outlook, Word, Excel, PowerPoint and Access required).
- Proficiency with query and analysis techniques and tools used to modify, retrieve, manipulate, and report on information stored in relational database management systems.
- Demonstrated ability to retrieve, manipulate, analyze and synthesize information gathered from a variety of sources (electronic, print, and personal accounts).
- Skill in establishing and maintaining effective working relationships, including the ability to communicate effectively. Strong commitment to customer service required.
- Strong written and verbal communication skills.
- High attention to detail and follow-up, and excellent organizational skills required – including the ability to prioritize and multi-task several projects simultaneously.
- An aptitude for critical thinking and problem solving. Exercises sound judgment.
- Ability to manage confidential information with discretion and tact required.
- Understanding of philanthropy (mission, practice, trends) and fundraising practices (the development cycle, general prospect management policies and practices).
- A strong work ethic.
- Must be flexible and adaptable to new programs in an emerging and changing environment.

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Minimum Qualifications:

- Bachelor's degree AND a minimum of two (2) years of professional work experience at a non-profit, education, or related organization required: OR,
- Proficiency in doing research using a variety of online research databases and other resources required AND one (1) or more years of experience using a relational database management system; OR,
- Any equivalent combination of experience, training and/or education approved by Human Resources.

Preferred Qualifications:

- One (1) or more years of experience in development research, market research or comparable field.
- Proficiency in the use of fundraising software (The Raiser's Edge preferred).
- Understanding of the principals of fundraising and philanthropy, particularly in a higher education setting.

Work Environment:

- This position works in an office environment with close work on a computer.
- This position may be required to work evenings and/or weekends as necessary.
- Travel to various offices and departments across campus and/or non-campus locations for Foundation or University business required.
- Must have a valid driver's license.

To Apply:

Please send a letter of interest, resume, and three professional references (include job number **DS1705** in the subject line) to:

The University of Arizona Foundation
Attn: Human Resources
1111 N. Cherry Avenue, Tucson, Arizona 85721
***E-mail: hrdept@uafoundation.org**

E-mail submission is the preferred method in Word or PDF format

The University of Arizona Foundation is an Equal Opportunity Employer.