Director, Development Research Services

Job Code 00001523

General Description
To provide a full range of prospect research services to support the university’s advancement and development efforts.

Examples of Duties
Coordinate and perform prospect research work activities.
Develop and implement strategies to identify prospective donors.
Coordinate evaluation sessions for volunteer groups.
Supervise and assist with recordkeeping activities.
Write proposals and support documents.
Develop action plans for donor cultivation.
Plan and reproduce agendas for meetings.
Prepare specific prospect target lists by using the computer, BSR Advance Data Base records, office files, or directories.
Serve on university committees.
Identify potential project funding sources.
Prepare detailed profiles on top-level prospective donors.
Complete special projects as assigned.

Knowledge, Skills, and Abilities
Knowledge of: the history and people of the university; training; journalism and public relations; advanced secretarial skills.

Skill in: preparing clear, concise, creative, and grammatically correct letters, reports, profiles, and proposals; establishing a rapport with a variety of people; prioritizing workload; matching prospective donors with volunteer solicitors.

Ability to: read, understand, and interpret complex materials in printed and handwritten formats; proofread; perform calculations of percentages, business math, and specialized spatial math; communicate effectively; identify potential donors and gain approval; translate scattered, vague material into a coherent report or proposal.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.
Other Requirements