

Job Description

Job Title:	Prospect Research Director	Grade:	M
Report To:	Vice President, Institutional Advancement	FLSA:	Exempt
Department/Area:	Institutional Advancement	Employee Type:	Full-time
Unit:	Institutional Advancement	Supervise Other(s):	No

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

This position is charged with conducting prospect research and preparing reports to further college efforts to secure private philanthropic support and to prepare college leadership to engage with prospective donors of the college. The position oversees the use of web-based research tools and associated databases.

Characteristics Duties and Responsibilities:

1. Conducts dedicated prospect research and prepares reports related to college donors and potential donors.
2. Conducts proactive research to identify new sources of private philanthropic support for the college.
3. Conducts prospect research and prepares reports at the request of college leadership.
4. Conducts activities to identify, connect, and engage college alumni.
5. Prepares detailed briefing information related to guests at college functions.
6. Assists as requested with data management within Raiser's Edge database.
7. Assists with college and foundation events to host donors.
8. Performs other duties as assigned by the Vice President.

Minimum Requirements:

Bachelor's Degree in Educational Administration, Statistical Analysis, Planning, or other related field; 4 to 6 years of related experience; active membership in a professional research organization such as APRA.

Preferred Qualifications:

Master's Degree from a regionally accredited institution
Experience in a higher educational institution

Official transcripts and college diplomas must be from a regionally accredited institution.

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Knowledge, Skills, Abilities, and Worker Characteristics:

Exceptionally strong research, organizational, interpersonal, and communication skills
 Demonstrated creativity, flexibility, and comfort in working with diverse populations
 Knowledge of research tools and applications
 Well-developed writing skills
 Ability to work with diverse internal and external populations
 Strict adherence to confidentiality standards

Working Conditions:

- Office Environment
- Lab Environment
- Other (Please specify below)

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The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. August 2022.