



DATE ISSUED: 01/09
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Prospect Research Manager

JOB SUMMARY

The Prospect Research Manager is responsible for evaluating and identifying prospects, and works in conjunction with development staff on the preparation and submittal of grant proposals and requests. Responsibilities include researching specific individuals, corporations and foundations; preparing reports tailored to the needs of the fundraisers; identifying and qualifying new donor prospects; reviewing proposal requests; analyzing and preparing in-depth reports on high-level donors and prospects; maintaining comprehensive files on prospects; assisting assigned Development Officer(s) with the coordination, preparation, and production all printed materials for campaigns and projects; prepare and update proposal templates and materials; assisting with the management of all prospects and donors to those projects; setting and monitoring news alerts, and assisting with the management of donor recognition for various campaigns. Additionally, this position serves as a liasion between the Chancellor's Office and Institutional Development on various Institutional Development projects and campaigns. Work is performed independently and requires the employee to be able to schedule, supervise, and set priorities. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Director of Institutional Development

Supervises: Position may supervise clerical staff and Student Assistants.

PRIMARY DUTIES - May include, but not limited to the following:

Researches and gathers information on individuals, corporations, and foundations for funding potential.

Prepares thorough and accurate donor profiles on individuals, corporations and foundations which include biographical, financial and historical giving information; potential for philanthropic support; areas of interest and affiliations.

Maintains and is an active participant in the Association of Prospect Researchers for Advancement.

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Researches alumni and evaluates and qualifies them for potential gifts.
Sets and monitors new alerts.
Compiles information from various in-house and online resources.
Creates proposal documents including cover letters, requests for funding, brochures, and funding lists.
Serves as campaign/project assistant for capital campaigns and/or various fundraising projects.
Works directly with Chancellor on special campaigns.
Serves as clearinghouse for incoming correspondence for campaigns and projects related to specified fundraising efforts.
Serves as web spinner to develop project/campaign websites. Maintain and keep websites updated with progress, funding, etc.
Manages campaign budgets. Reviews monthly account activity and monitors spending.
Approves on-line requisitions, etc.
Represents division at public, private, and University functions where needed.
Performs additional duties as assigned.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree or an equivalent of experience and education.

EXPERIENCE

Three years job-related work in fund raising, public affairs, research and proposals.

REQUIREMENTS

Valid Texas driver's licenses and a safe driving record such as required by the university for Driver's Authorization.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Working knowledge of Blackbaud Raiser's Edge database system
Working knowledge of office practices and methods.
Ability to perform mathematical calculations and/or verify information accurately.
Position involves typing, word processing or key entry may require an ability to pass a typing/word processing assessment.
Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to operate a personal computer and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye. May be required to sit for long periods of time.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. The employee may be required to travel. Hands, body, and mind dexterity required.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature: _____ **Date:** _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.