Definition of Class
This is a supervisory position in which the incumbent is responsible for developing, managing, and implementing activities associated with prospect management and research. The incumbent exercises discretion and independent judgment in identifying prospects for University-wide fundraising efforts; developing, implementing, and overseeing records management, unit policies and procedures, and prospect tracking; analyzing and reporting of data; budget management; and developing cultivation and solicitation strategies. This position reports to the Associate Director of Advancement.

Examples of Work Performed
Manages the coordination of University-wide prospect management for fund-raising efforts. Works in conjunction with development officers and Associate Director of Advancement to facilitate moves management and coordinate major gift cultivations and solicitations. Anticipates needs of development staff and works with other University departments to increase self-service information retrieval opportunities.

Collaborates with Information Technology specialists to improve the dissemination of information to fundraisers.

Provides guidance to research staff who participate in proactive research to maximize the success of fundraising activities; provides guidance and strategy to fundraisers about the overall prospect pool, top prospect group, and individual prospects.

Develops and implements policies and procedures to ensure a more donor-centered approach to cultivation and solicitation practices.

Ensures that updates to prospect databases are timely and accurate to maximize efficiency in development efforts.

Creates a responsive office that provides value-added service for fundraising staff and builds a responsive and information-sharing relationship between fundraisers and research staff to improve and maintain institutional memory of prospects.

Implements and maintains prospect management system used to identify, evaluate, categorize, and report progress of development officers. Researches, develops, and implements new systems to streamline processes and ensure information is shared in an efficient manner while staying apprised of and complying with industry standards.

Manages workflow and delegates projects to research and data staff; ensures accuracy, responsiveness, and timeliness in processing requests.

Manages the budget for the Office of Prospect Management and Research.

Trains new staff, encourages initiative and creativity of staff in meeting demands, and ensures staff participate in professional development opportunities.

Analyzes data for prospect and donor pool and provides prospect tracking reports.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Develops, manages, and implements activities associated with prospect management and research.

2. Assists in developing and implementing cultivation and solicitation strategies.

4. Establishes and executes policies and procedures for prospect identification, research, assignment, and tracking.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

    **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

    **Vision:** Requirements of this job include close vision.

    **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

    **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to talk or hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is frequently required to sit. The incumbent is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch or crawl; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:** Bachelor's Degree from an accredited four-year college or university.

- **Experience:** Two (2) years of experience related to the above described duties.

**Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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