Definition of Class
This is a professional, non-supervisory position in which the incumbent uses a variety of research technique and resources to prepare background reports, profiles, and other information needed to assist in the solicitation of private funds from individual and corporate donors by the University’s development staff. Incumbent frequently makes decisions by exercising discretion and independent judgment.

Examples of Work Performed
Responsible for systematic identification, development, analysis, and maintenance of relevant information on major gift prospects. Ability to recognize wealth indicators and liabilities and use this data to provide appropriate financial capacity ratings.

Analyzes, interprets, updates, and formats biographical, professional, and financial information into concise report formats for various fundraising constituencies, including development officers, senior development staff, school/college deans, and the chancellor.

Presents appropriate materials in response to requests for information, including but not limited to, in-depth individual profiles, summary information to support major solicitation and/or stewardship events, and other development-related information as requested by development staff.

Assists with the identification and assignment of new potential prospects to University development officers.

Maintains and organizes of prospect records and files, including continuous maintenance of accurate databases and central files. Assists with some aspects of the prospect tracking information system.

Maintains the confidentiality of sensitive information and uphold the Donor Bill of Rights and other ethical standards.

Maintains knowledge and understanding of the University’s mission, history, and programs as well as fundraising needs and goals.

Pursues professional development opportunities to stay abreast of changes and new developments in the field of development research.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Performs similar or related duties as assigned or required.

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. Utilizes advanced research techniques and resources to research various forms of information to proactively identify prospective donors.

2. Prepares complex and concise reports for use by fundraising constituencies, school/college deans, and senior administration.
3. Analyzes biographical and financial information to assess viability of donors.

4. Maintains and organizes prospect records in accurate databases and central files.

**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 frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; and walk.

**Experience/Educational Requirements:**

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

**Experience:**
One (1) year 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.