

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Prospect Researcher  
Code: 19225  
Salary Grade: 57  
FLSA Status: Exempt  
Department/Division: Development/External Relations  
Reports To: Director of Prospect Management and Research

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## *Summary*

- **Function:** To provide skilled knowledge in performing research in support of development activities.
- **Scope:** Responsible for conducting and facilitating research on individuals, private businesses, public corporations, and philanthropic foundations and integrating data gathered from various public and published sources into a computer system for retrieval and analysis.

## *Duties*

- **Typical:**
  1. Performs prospect identification and research; meets with development staff to support activities, initiatives and programs.
  2. Collaborates with development staff to develop prospect identification, cultivation, solicitation, and overall fundraising strategies.
  3. Advises development staff regarding new prospect possibilities; consults on the feasibility of research requests and special projects.
  4. Creates profile reports tailored to specific goals and/or objectives; maintains, tracks and stores profile data.
  5. Maintains and updates policies and procedures for the prospect research programs; proposes changes and modifications.
  6. Reviews local and national news, business publications, economic trends and business development keeping abreast of prospect information; provides relevant information to development staff.
  7. Manages research information services and negotiates annual contracts.
  8. Maintains and upholds the professional and ethical standards set forth by the Association of Professional Researchers for Advancement (APRA).
  9. Perform other duties as assigned.

- Periodic:
  1. Develops and maintains professional relationships with local prospect researchers and national and local associations.

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from an accredited institution	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Strong analytical, writing, organizational, and communication skills.	Demonstrated knowledge of Raiser's Edge software.
Understanding of basic legal and financial processes.	Thorough knowledge of a wide range of common research resources, including online research tools such as ResearchPoint, WealthPoint, Foundation Search, LexisNexis or similar services and multi-constituent databases
Ability to maintain strict confidentiality.	
Criminal Background Check (CBC)	

***Experience***

<b>Required</b>	<b>Preferred</b>
One year of professional experience in prospect research or data collection and analysis in a development, financial institution, legal or related industry.	Three years of professional experience in prospect research or data collection and analysis for a financial institution or related industry.
Ability to organize and prioritize tasks and meet deadlines.	
Ability to evaluate complex business and financial data.	
Ability to handle highly confidential material with discretion.	
Proven analytical, critical thinking, and problem solving skills, as well as strong intuitive skills.	
Excellent written and verbal communication skills.	
Strong attention to detail.	

***Equipment***

<b>Required</b>	<b>Preferred</b>
Use of personal computer and standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office conditions.	Occasionally requires evening and weekend hours.

***Supervision***

<b>Received</b>	<b>Given</b>
General review from direct supervisor.	May supervise support staff.

***Accuracy***

Proficiency in all phases of duties performed.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.