
Auburn University Job Description

Job Title:	Prospect Analyst	Job Family:	No Family
Job Code:	OA38	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Oversees all aspects of the Donor Prospect Management System to support development entities across the campus in an effort to increase donations to Auburn University.

Essential Functions

1. Maintains the prospect and solicitation management system including monitoring all activity with philanthropic partners housed in more than 50 separate development officer portfolios, entering information into the database, monitoring progress with development officers, preparing reports for weekly prospect and solicitation clearance meetings with associate vice presidents, and preparing system reports.
2. Oversees the assignment process by working closely with AVP's Constituent Development to ensure all assignment policies are carried through.
3. Develops and executes holistic donor prospect management tracking system/database coding and training programs to meet the needs of all end users and provide effective tracking, reporting and segmentation of prospects. Coordinates with IMS in developing reports and webforms to enhance the system. Engages in continuous improvement efforts.
4. Meets with unit Development teams (Development Officers, Coordinators, AVP, Researcher) on a regular basis to review portfolios and discuss any concerns or requests of the constituency. Interprets data and provides reports to enhance the institutional memory regarding the cultivation and solicitation process.
5. Continuously analyzes additional training needs on Advance for Development staff; develops training curriculum and documentation; schedules and leads training sessions. Training includes intermediate and advanced training on how to query the database, run standard reports, and enter information into the database. Gathers information from end users during training and works with IMS to enhance the system through new reports, webforms, and query options.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	College degree required.
Experience (yrs.)	5	Experience in data maintenance, reporting, and research with increasing levels of responsibility.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of the prospect management process. Knowledge of fundraising practices.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/15/2017
