FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2023

PROSPECT RESEARCHER/DATA ANALYST

JOB FAMILY: COMMUNITY RELATIONS/DEVELOPMENT

JOB FUNCTION: INSTITUTIONAL ADVANCEMENT

FLSA STATUS: EXEMPT – PAY GRADE: 20 – P

<u>GENERAL STATEMENT OF JOB</u>

The Prospect Researcher/Data Analyst reports to the Director of Advancement Services and conducts and facilitates research on individuals, private businesses, public corporations, philanthropic foundations, and integrates data gathered from various public and published sources into Raiser's Edge for retrieval and analysis. This position prepares profiles, verifies research data, provides proactive research, analyzes data on a variety of constituents, and trains staff on Raiser's Edge.

<u>CHARACTERISTIC DUTIES AND RESPONSIBILITIES</u>

Performs prospect identification and research, and meets with development staff to support fundraising activities, initiatives, and programs.

Advises development staff regarding new prospect possibilities and consults on the feasibility of research requests and special projects.

Creates profile reports tailored to specific goals and/or objectives.

Maintains, tracks, and stores profile data.

Reviews local and national news, business publications, economic trends, and business development to keep abreast of prospect information and provides relevant information to development staff.

Maintains proficiency in the use of Raiser's Edge software and provides training to FSCJ foundation staff.

Keeps up-to-date with effective prospect research and prospect management techniques, and trends in the prospect research profession and advancement/fundraising field.

Performs duties supporting the generation of financial resources for students in need.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the Director of Advancement Services

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited college or university, supplemented by one (1) year of professional experience in prospect research or data collection and analysis.

PREFERRED QUALIFICATIONS

Three (3) years of Raiser's Edge experience in a nonprofit office setting using Microsoft office suite at an advanced level.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.
Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 1/4/24