



COORDINATOR DEVELOPMENT-RESEARCH

Job Title: COORDINATOR DEVELOPMENT-RESEARCH

Job ID: 6108

Location: Columbia

Full/Part Time: Full-Time

Hiring Department: Development

Shift: M-F, 8-5

Application Deadline: 11/30/11

Summary: To conduct alumni and development prospect research, analysis and reporting, relationship management and professional research services for the Division of Development & Alumni Relations at the University of Missouri. Gather and provide dedicated, high-quality, responsive research, reporting and services integral to the evaluation, cultivation, solicitation and stewardship of current and new prospects/donors, as well as to the retention and/or enhancement of the relationship of/with alumni, corporations, foundation and friends of the University.

Professional research, analysis and services

- conducting detailed research for the Office of Development using advanced on-line databases, Internet resources, in-house files and data, library and other reference/research materials/databases;
- researching, analyzing, interpreting and synthesizing biographical and financial information;
- gaining and maintaining proficiency in the use of proprietary and internal databases, research materials, as well as internet resources;
- exercising judgment and complying with the ethical standards of research and fundraising profession;
- identifying and qualifying new and existing prospects and match interest to MU initiatives;
- verifying, updating and evaluating screening data;
- participating in special research projects in support of specific University fundraising objectives and priorities, as well as other projects and initiatives;
- reading publications for prospect-related or industry-specific articles to distribute and to enhance prospect/donor information;
- Assist with other projects as directed.

Communication

- preparing high quality written reports and overseeing appropriate dissemination of Research reports and recommendations; developing and writing clear and concise backgrounders, which may include financial data analysis and capacity evaluations;
- providing performance reports to Director in a timely manner;
- fostering and maintaining a positive working relationships with internal clients and all Development office members;

- meeting deadlines;
- keeping current on trends in the prospect research profession and sharing with team

Data Integrity

- assuring the integrity and timeliness of information;
- maintaining data quality and accuracy in the Advance database and reporting.

Qualifications: A bachelor's degree and one to two years' experience in prospect/development research, informational or market research required. Essential skill sets include -- knowledge of print, on-line and web based reference resources; capacity for judgment, strategic thinking and problem-solving ; demonstrable ability to work independently and collaboratively with others; demonstrable ability to manage multiple projects simultaneously; to learn and execute new areas quickly and effectively; proficiency in clear and concise communication, oral and written; well-organized, detail-oriented, thorough, a quick learner, customer-oriented and flexible to changing priorities; comfortable with technology and be able to work in a time and data sensitive environment; an understanding of fundraising and philanthropy, and prospect research tools; and good computer skills in Windows and database environments. Knowledge and understanding of wealth indicators is highly desirable. The position will comply with professional advancement research ethics standards.

Minimum Qualifications: A bachelor's degree or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary. One to two years' experience in informational research is required.

Preferred Qualifications: A capacity for judgment, strategic thinking and problem solving skills is essential. A demonstrable ability to work collaboratively with others is necessary. A demonstrated ability to manage multiple projects simultaneously, as well as learn and execute new areas quickly and effectively are essential. The position will comply with professional advancement research ethics standards. Proficiency in clear and concise communication, oral and written is required. Must be well-organized and be flexibility to changing priorities. An understanding of fundraising and philanthropy and prospect research tools is needed. Ability to work in Windows and database environments mandatory. A bachelor's degree and one to two years' experience in prospect/development research, informational or market research required. Knowledge of print, on-line and web based reference resources required.

Benefit Eligibility: This position is eligible for University benefits. The University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, paid time off, and educational fee discounts. For additional information on University benefits, please visit the Faculty & Staff Benefits website at <http://www.umsystem.edu/ums/departments/hr/benefits/>.

Equal Employment Opportunity: The University of Missouri is an equal access, equal opportunity, affirmative action employer that is fully committed to achieving a diverse faculty and staff. For more information, call the Associate Vice Chancellor of Human Resource Services/Affirmative Action officer at 573-882-4256.

To request ADA accommodations, please call Human Resource Services at 573-882-7976. TTY users, please call through Relay Missouri, 1-800-RELAY (735-2966) or en Español at 1-800-520-7309.

To apply, visit <http://hrs.missouri.edu/find-a-job/index.php>