

University Pay Plan Title – Research Associate
Posting/Functional Title-Prospect Development Associate
Salary- \$53,796 - \$55,000/year

General Description

Are you passionate about higher education accessibility? Do you enjoy detail-oriented work and being a part of a collaborative team? If so, the Prospect Development Associate role may just be the perfect opportunity for you to join the team at Texas State University.

The Prospect Development Associate position plays a vital role in sustaining the mission of the University Advancement division. The Associate is responsible for identifying and gathering intel on potential philanthropic supporters of Texas State University. Key tasks include prospect identification and research, basic portfolio management tasks, and fundraising strategy recommendations.

The Associate will specialize in individual prospect research, with a specific focus on wealth research. Additionally, the Associate will assist the frontline fundraisers in maintaining their portfolios of assigned prospects and assist in maintaining the prospect pipeline. Additional duties include maintaining constituent records, leading specific research projects, recommending best practices, and assisting in recognizing and identifying the need for process improvements.

Duties

- Identifying, evaluating, and recommending potential philanthropic supporters of Texas State University and providing input on fundraising strategy.
- Lead proactive wealth screenings for the team.
- Provide research and analysis of biographical, philanthropic, professional, and financial/asset data in the form of written bios, summaries, event bios, and prospect lists.
- Tracking prospects and donors through monitoring daily news, online alerts, and utilizing internal information. Identifying acquaintances through relationship mapping to facilitate institutional involvement.
- Leading specific prospect research projects with supervisor guidance.
- Supervising and delegating work duties to student workers as needed.
- Assist with maintaining the donor database and keeping records updated through data entry, data audits, and other database related tasks as needed.
- Meet with development staff to support activities, initiatives, and portfolios; assist in developing recommendations and strategies to help the fundraising team meet goals.
- Assist in the identification and selection of new research resources; assist in the evaluation and selection of vendor services.
- Assist in analyzing best practices for donor giving and identifying opportunities to improve business practices.
- Maintain and uphold the professional and ethical standards set by the Association of Professional Researchers for Advancement (APRA).

Required Qualifications

- Proven ability to collaborate closely within a team while managing independent projects
- High level of computer literacy with experience in online research.
- Experience with data entry, data analysis, databases, or working with data sets.
- Experience in training, teaching, advising, or similar service-oriented role; the ability to listen, interpret, and process information and respond with suggestions based on the needs of the end-user.
- Strong analytical, writing, and presentation skills with the ability to synthesize, organize, material from multiple sources.
- Experience presenting and articulating findings clearly and concisely both verbally and in writing.
- Highly organized and able to track and manage multiple projects simultaneously, prioritize work projects, and meet deadlines with minimal supervision.
- Demonstrated proficiency and experience using Microsoft Excel, Word, Outlook and experience with other components of Microsoft Office suite to organize, format, and present data.

Preferred Qualifications

- Bachelor's degree.
- Proficiency in online tools for foundation, corporate, and individual research.
- Previous experience in wealth research or asset valuation.
- Previous work experience in a fundraising support role.
- Proficiency in LexisNexis, ResearchPoint, Tableau, Banner, Foundation Directory Online, NOZA, Raiser's Edge Fundraising Software, Microsoft Power BI, SPSS, SQL or similar databases.
- Demonstrated advanced skills in Microsoft Excel and Microsoft Word with experience using pivot tables, charts and graphs, word merges, and design templates.
- Ability to work from a solution driven prospective; able to recognize problems and develop detailed solutions with a plan for implementation.
- Adept at working both independently as well as collaboratively.
- Previous experience recommending process improvements and technology tools
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Please submit applications on the [TXST HR Website](#)