

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** ASSOCIATE DIRECTOR, PROSPECT DEVELOPMENT

**Reports To:** Director, Prospect Research & Management

**UW Job Code:** 3046

**UW Job Family:** 32 - Administrative Support

**SOC Code:** 13-1131

**FLSA:** Exempt

**Pay Grade:** 24

**Date:** 5-1-02 (revised 7-1-02; 5-15-03; 7-1-04; 7-1-06; 7-15-15; 5-1-22)

### **JOB PURPOSE:**

Independently provide administrative level leadership to the Prospect Management, Research, and Analytics Team. Lead and participate in researching and analyzing prospects for major, planned, and annual gift cultivation and solicitation. Act as a liaison to all development professionals to identify and qualify prospects and provide support to all development staff and senior leadership through data analytics and prospect management. Act in the best interest of the UW Foundation to further the mission of the University of Wyoming.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide team leadership including staff assignment/delegation of tasks related to prospect research, data management, and analysis. Provide leadership supporting development-related projects (leadership annual, major, and planned giving).
- Identify, retrieve, and analyze data from internal databases, both through front-end processes and back-end SQL queries.
- Participate in high-level strategy and vision discussions regarding future processes, team development, and goals for the department and organization.
- Provide Director support through the preparation and presentation of internal reports, staff administration including staff leave and schedule maintenance, budgetary responsibilities, and all other responsibilities of the Director as appropriate.
- Research, analyze, compile and organize development/prospect data; write executive development reports, gift proposals, correspondence, articles, promotional materials, and highly sensitive/confidential documents.
- Utilize best practices on statistical analysis and ad hoc reporting, including data-visualization techniques, to support development staff and senior leadership in data-driven decision-making.

- Provide high-level research on individuals, corporations and foundations using a wide variety of biographical, organizational and public sources including online database services, internet websites, library and government sources and other external information sources.
- Responsible for urgent and critical requests from senior foundation and campus leadership. Examples include but are not limited to executive briefings, prospect and giving data inquiries, biographical and contact data/information.
- Assist the Director in observing and influencing team health and wellbeing, assisting in conflict resolution.
- Seek out professional development opportunities to promote team growth and education.
- Attend meetings, conferences, workshops, or seminars.
- Maintain an active awareness of the important news and events involving donors.
- Provide consultation to users to enhance their understanding of descriptive and predictive analytics reports and the meaning of this information.

### **SUPPLEMENTAL FUNCTIONS:**

- Assist UWF Departments, outside of Development, with research-related requests, including Stewardship, Gift Processing, and Marketing.
- Assist campus units and partners in the retrieval, analysis, and presentation of prospect data including deans, directors, and administrators.
- Plan and lead onboarding sessions for new UWF employees across all departments.
- Other duties as assigned.

### **COMPETENCIES:**

- Independence
- Strategic Planning
- Developing Organizational Talent
- Adaptability
- Innovation
- Technical/Professional Knowledge

### **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- University policies, procedures and regulations.
- Applicable state and federal regulations pertaining to development issues.
- Information and bibliographic research principles, methods, and techniques.

- Institutional funding principles, methods, procedures, and resources.
- Institutional fundraising, promotional, and/or public affairs programs, methods, procedures, and techniques.
- Current technological developments/trends in area of expertise.

Skills and Abilities to:

- Set project goals and meet project deadlines.
- Make informed decisions and resolve conflict situations concerning development projects.
- Strategically use a wide range of advanced automated library and bibliographic search systems.
- Develop, operate, and maintain complex relational databases.
- Provide technical instruction in area of specialty.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
- Provide excellent customer service.
- Manage time and projects with competing and time-sensitive deadlines.
- Communicate effectively, both orally and in writing.
- Lead and train staff and/or students.
- Use independent judgment to develop model concepts and approaches for research.
- Foster a cooperative team environment.

### **WORKING CONDITIONS:**

No major sources of discomfort, standard office environment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.