

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: PROSPECT DEVELOPMENT ANALYST, SENIOR

Reports To: Designated Supervisor

UW Job Code: 3256

UW Job Family: 32 - Administrative Support

SOC Code: 13-1131

FLSA: Exempt

Pay Grade: 22

Date: 4-1-16

JOB PURPOSE:

Under very limited supervision, provide senior-level leadership including researching, and analyzing prospects for major gift cultivation and solicitation to further the mission of the University of Wyoming and the UW Foundation. Act as a liaison to assigned development professionals to identify/qualify major donor prospects and provide support to all development staff and senior leadership through data analytics.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide senior-level leadership including researching, and analyzing prospects for major gift cultivation and solicitation to further the mission of the University of Wyoming and the UW Foundation.
- Identify, retrieve and query data from internal databases for descriptive and predictive analytics purposes using data mining and data mapping tools.
- Develop analytic approaches, including predictive modeling, to identify and segment donor and prospect pools by leveraging internal and external data.
- Provide support to committees through providing or preparing reports, materials, and taking minutes.
- Research, analyze, compile and organize development/prospect data; write executive development reports, gift proposals, correspondence, articles, promotional materials, and highly sensitive/confidential documents.
- Create forecasting models designed for setting goals and strategic planning.
- 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.

SUPPLEMENTAL FUNCTIONS:

- May speak on behalf of supervisor, within University regulations and as directed by supervisor pertaining to development issues.
- May attend meetings, conferences, workshops, or seminars on behalf of supervisor and as directed.
- 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.

COMPETENCIES:

- Independence
- Technical/Professional Knowledge
- Quantity of Work
- Strategic Planning
- Integrity
- Influence

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **2 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.
- Data collection, report preparation and statistical analysis.
- Advanced statistical sampling and survey methodology.
- 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.