



THE FLORIDA STATE UNIVERSITY  
FOUNDATION

**Assistant Director, Research and Prospect Management**  
*Advancement Services*

**Position Summary**

The Assistant Director of Research and Prospect Management, Advancement Services is a manager in the Advancement Services team. This position provides assistance with administrative duties in the areas of prospect research and prospect management to support the fund raising goals and objectives of the Florida State University Foundation. This individual will research and analyze issues, individuals, foundations and corporations in the search of private support for the University. The incumbent will provide guidance in the ongoing development of a service model responsible to the requests of the University development community while engaging proactive strategies designed to expand the base of potential donors. The Assistant Director, Research and Prospect Management will be expected to uphold and exemplify the operating practices and mission of the Foundation.

**Principal Responsibilities**

- Supervise a staff of four Research Analysts
- Develops and implements research strategies and methodologies
- Designs program tactics for prospect identification, cultivation and solicitation
- Analyzes and synthesizes relevant information
- Determines appropriate distribution of prospect leads
- Collaborates with frontline development officers
- Estimates gift potential
- Prepares briefing materials
- Contributes to the review and evaluation of informational resources
- Sustains the maintenance of central development files and in-house research library
- Assists in the orientation of new frontline development officers
- Seeks to improve the organization by incorporating new knowledge, practices and trends within the profession
- Creates narrative reports, profiles, prospect alerts, charts, graphs and other illustrations
- Generates gift officer activity reports
- Quantifies and measures the performance of the department
- Assists in the hiring, training and mentoring of Research personnel
- Supports policy-making, long term planning, and goal setting
- Protects confidential information

**Special Skills**

- Demonstrated organizational and management skills
- Professional demeanor
- Employee development and performance management skills

- Knowledge and expertise of fundraising fundamentals, process analysis, and project management
- Advanced analytical, evaluative and objective critical thinking skills
- Superior communication skills to include effective writing and public speaking
- Careful attention to detail
- Demonstrated initiative, resourcefulness, and problem-solving skills
- Ability and discipline to meet deadlines
- Service oriented approach
- Commitment to professional ethics
- Outstanding interpersonal skills and willingness to work collaboratively as a member of the Foundation team and participate enthusiastically in the life of the University

### **Working Relationships**

The Assistant Director of Research and Prospect Management reports directly to the Director of Research and Prospect Management of the Florida State University Foundation. Direct line supervision of four full-time Research Analysts and one part-time Research Specialist. Internal relationships include daily supervision of the Research staff and daily contact with other Foundation staff. External relationships include contact with individuals outside the direct line of authority, including academic deans, college development officers, department heads, faculty, the FSU Alumni Association and the Seminole Boosters. Additional external relationships include contact with public information officers in government agencies and libraries, foundations, corporations and occasional development and business service providers.

### **Qualifications**

*Experience:* Minimum of three years of increasingly responsible positions in development, including a minimum of one year of supervisory experience, with significant experience in research data analysis and prospect management.

*Education:* Baccalaureate degree required; master's preferred.

*Technical:* Proficiency in the Microsoft Office products suite; working knowledge of library science as well as commercially available research systems; experience with Blackbaud Raiser's Edge a plus.

*Additional:* Experience in a higher education environment desirable.

To Apply:

Online App. Form: <http://www.foundation.fsu.edu>

Postal Address:

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Tallahassee, FL 32306