

**PROSPECT RESEARCHER**  
**STETSON UNIVERSITY – DELAND, FLORIDA**  
**FULL-TIME:** 12 month position with full benefits

**August 12, 2010**

**ABOUT STETSON UNIVERSITY:** Stetson University was founded in 1883 and is an independent, values-centered, liberal arts university located in Central Florida. Stetson serves a diverse student population of 3,700 in nationally recognized undergraduate, graduate and professional programs on its two campuses and two satellite centers. The historic main campus in DeLand, located between Orlando and Daytona Beach, houses the College of Arts & Sciences, School of Business Administration and School of Music. The University also includes the College of Law with its main campus in Gulfport/St. Petersburg, the Tampa Law Center in downtown Tampa, and the Stetson University Center at Celebration near Orlando.

**BASIC JOB DESCRIPTION:** The Prospect Researcher is charged with the responsibility of identifying and qualifying major gift prospects for Stetson University. He/she reports to the Associate Vice President for University Relations, with a secondary report to the Associate Vice President of College Relations at the Stetson University College of Law.

**QUALIFICATIONS:** A bachelor's degree is required, master's or other advanced degree preferred; minimum two years' experience in prospect research; demonstrated proficiency in prospect management, and data analysis; understanding of the cultivation cycle and the role of prospect research at each stage of cultivation; knowledge of donor types and gift vehicles; ability to translate and present research into formats usable by a variety of campus development professionals; inquiring and resourceful; persistent investigation skills; proactive; ability to work independently; moral character; ability to identify and adhere to a code of ethics and to maintain strict confidentiality; strong interpersonal skills and the ability to communicate effectively, efficiently, and cooperatively with co-workers and constituents; significant aptitude and experience with computers, sophisticated internet research, and relational databases; excellent oral and written communication skills and a clear, concise writing style; a commitment to higher education and philanthropy; ability to travel several times each year to different campuses of the University; prior experience in university advancement and experience with the Banner Advancement System preferred.

**ESSENTIAL JOB FUNCTIONS:** Identifies and helps coordinate strategy for cultivating and soliciting major gift prospects for all University campuses through extensive prospect research efforts. Approximately two-thirds of his/her time will be spent focusing on DeLand/Celebration campus prospects and one-third researching College of Law prospects; conceptualizes and develops strategies for proactive prospect identification. Prepares extensive research profiles while participating in and monitoring research activities including data collection, evaluation and analysis using a wide variety of databases and search engines, and predictive modeling. Recognizes and translates wealth indicators into prospect ratings. Through this work, helps to qualify wealth data; contributes as a vital member of the Major Gifts team in the strategic planning for fundraising campaigns, including participation in planning meetings; identifies, explores and evaluates new and enhanced information sources for effectiveness on an ongoing basis; assists in establishing management procedures and methods related to identifying and rating major gift prospects; staffs prospect screening sessions; conducts staff workshops on prospect screening/identification and research methods.

**APPLICATION PROCEDURE:** Please submit a cover letter and résumé, with names, addresses, emails and telephone numbers of three professional references to the Department of Human Resources at [humres@stetson.edu](mailto:humres@stetson.edu) or send to Stetson University, Inc., Office of Human Resources, 421 N. Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: 386.822.7562. E-MAIL: [humres@stetson.edu](mailto:humres@stetson.edu)

*Stetson University, an equal opportunity employer, affirms the values and goals of diversity and strongly encourages the applications of women and candidates from historically underrepresented groups.*