

**University of Minnesota Foundation**  
Position Description

**POSITION:** Researcher  
University Classification #9718 – Associate Development Officer

**POSITION#:** TBD

**DEPARTMENT:** Research

**REPORTS TO:** Director, Research

**GENERAL DESCRIPTION**

The University of Minnesota Foundation serves as the central development office for the University of Minnesota. The Foundation raises and manages gifts from individuals and organizations to support the mission of the University. This position is responsible for gathering, analyzing, and managing information to help advance the University's development program.

**SPECIFIC RESPONSIBILITIES**

**1. Customer Experience Management**

- Act as service manager and primary point of contact for assigned collegiate units, employing customer relationship strategies to ensure positive service experiences, proactively discover ongoing needs, and recommend approaches to meet those needs.
- Engage development officers in proactive prospect identification and qualification and provide research-based counsel regarding strategy, cultivation, solicitation and stewardship.

**2. Prospect Research**

- Research individuals, corporations and foundations, using online proprietary donor management system, subscription databases, and University library resources, as well as public and government websites.
- Analyze data and synthesize results to assess financial capacity, philanthropic tendencies, giving propensity, linkages to campus, and other information to aid in the development process; produce accurate, detailed background reports.
- Employ research, analysis and reporting strategies useful to the prospect development stages and in proportion to prospect/donor value.

**3. Prospecting/Database Management**

- Identify, evaluate and prioritize potential donors using database queries and analysis.
- Input, utilize and manage relevant prospect information within prospect database.

**4. Project Management**

- Manage multiple customers, requests and initiatives, with frequently competing deadlines, ensuring timely project completion and delivery of high-quality products.
- Act as liaison between collegiate units and internal Foundation departments; guide and follow up on internal resources, as appropriate.
- Provide creative and resourceful approaches to research, prospecting, and reporting challenges.

**5. Other Duties**

- Develop project proposals, work plans, reports, or other written documents.
- Provide back up to other functional areas, such as analytics and quality functions.
- Perform other related duties as assigned by manager.

**\*Maintain strict confidentiality and handle sensitive information and material in an ethical and professional manner.**

## **REQUIRED QUALIFICATIONS**

- Bachelor's degree required.
- Two or more years of work experience in non-profit prospect research, preferably in higher education, or two or more years of comparable work experience in a closely-related research industry such as business research, law research, or library research.
- Knowledge of current research technologies and information search techniques, including online library sources, pay-subscription sources, public records, and Internet search.
- Excellent verbal and written communication skills; ability to analyze and report a wide range of research findings; experience developing presentations and leading training, professional meetings or team projects.
- Experience working with data in a wide variety of formats.
- Knowledge of major gifts fundraising process/strategies.
- Demonstrated ability to manage and prioritize complex tasks with multiple deadlines.
- Demonstrated ability to work collaboratively in a fast-paced production environment.

## **PREFERRED QUALIFICATIONS**

- Demonstrated experience querying data, managing electronic screenings, creating prospect management models and/or designing constituent surveys.
- Experience using data and knowledge in strategic decision making, to improve processes and customer service, and to transfer and apply knowledge to other functions within a fundraising organization.

## **American with Disabilities Act (ADA) Requirements:**

Office environment including standing and sitting at desk, use of PC, occasional lifting of approximately 10#.

## **Background Check Requirement:**

Employment is contingent upon a satisfactory background check. A satisfactory background check is the absence of a criminal record which bears a demonstrable relationship to the applicant/employee's suitability to perform the required duties and responsibilities of the position.

## **TO APPLY**

For full description and application information, go to:  
[employment.umn.edu/applicants/Central?quickFind=89091](http://employment.umn.edu/applicants/Central?quickFind=89091)

This is a 12 month, 100% time, annually renewable appointment; salary to commensurate with experience and qualifications.

*The University of Minnesota is committed to the policy that all persons have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance, veteran status, or sexual orientation.*