

ABILENE CHRISTIAN UNIVERSITY
ACU Box 29134
Abilene, Texas 79699

Position: Senior Research Officer – Full Time
Department: Development

The key principle of this job is to support the mission of Abilene Christian University in educating students for Christian service and leadership throughout the world.

Scope: Reports to the Director of Development in the Development Office. Engages in research for individual constituents and foundations. Prepares foundation grant applications.

- I. Basic Responsibilities: These are the major functions of the job.
 - A. Supervise and direct all functions of the Prospect Research Program, Grants Research, Grants Writing and Reporting, Prospect Management, and other projects and programs assigned to the Research Office.
 - B. Investigate and prepare profiles of potential and major individual, corporate and foundation donors, using biographical, financial and other information sources and agencies.
 - C. Strategize with fund raising staff regarding prospect identification, and collaborate with them to develop cultivation and solicitation strategies for major gift donors within a Moves Management system.
 - D. Write proposals, letters of commitment, and follow-up reports for both foundations and individuals.
 - E. Perform other duties as needed or assigned.
- II. Essential duties include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.
 - A. Supervise and direct all functions of the Prospect Research Program, Grants Research, Grants Writing and Reporting, Prospect Management, and other projects and programs assigned to the Research Office.
 1. Hire, train, and evaluate all employees in the Research Office. Includes preparing and revising job descriptions.
 2. Establish and review protocols for Research Office activities. This includes setting work priorities and project expectations and establishing specific research procedures. Priorities will be set with advice of the

Director of Development and Campaign Director as well as other Research Office staff.

3. Assist the Director of Development with budget preparation for the Research Office.
 4. Maintain all research database subscriptions and review needs annually.
- B. Investigate and prepare profiles of potential and major individual, corporate and foundation donors, using biographical, financial and other information sources and agencies.
1. Use print and electronic sources, in-house files, and interviews with fund raising staff to perform both proactive and reactive research and prepare reports of findings.
 2. When appropriate, analyze and use electronic screening results to begin research or augment information on constituents.
 3. Augment database with publicly available information from electronic (online) and hard copy resources to compile basic and comprehensive reports on known prospects.
 4. Set standards for information organization, storage, maintenance retrieval, dissemination and disposal. Maintain standards of the ethics statement.
 5. Compile and constantly revise a list of foundations and corporations with a possible interest in funding the university.
- C. Strategize with fund raising staff regarding prospect identification, and collaborate with them to develop cultivation, solicitation and stewardship strategies for major gift donors within a Moves Management system.
1. Adhere to and periodically review the ACU prospect management system, program protocols and practices.
 2. Participate in team meetings for prioritizing tasks, reviewing work, and delegating responsibilities.
- D. Write Proposals, letters of commitment, and follow-up reports for both foundations and individuals.
- E. Perform other duties as needed or assigned.
1. Assist with other development functions as needed.
 2. Assist with development functions as needed, including occasional activities outside normal work hours.

III. Professional Development Requirements: These are the minimal skills needed to succeed at this job.

A. Skills Required:

1. Maintain a working knowledge of basic computer software packages.
2. Effectively manage multiple tasks and deadlines.
3. Excellent personal, written, and telephone skills.
4. Ability to think critically and creatively.
5. Ability to gather and analyze data from multiple sources.

B. Training modules may include:

1. Prospect research basics and advanced instruction (APRA and CASE).
2. Grant research writing.
3. General fundraising overview.
4. ACU information systems and other relevant software programs.
5. Customer service session.

IV. Qualifications: The requirements listed below are representative of the knowledge, skill and/or ability required to perform this job.

A. Professional:

1. Minimum of bachelor's degree, preferably in business, journalism, social sciences or liberal arts. Training in library science considered a plus.
2. General fund raising experience is a plus.
3. Proficiency in business/technical writing.
4. Strong keyboarding skills.
5. Experience with development prospect research, grant research, and grant writing and reporting is strongly preferred.

B. Personal:

1. Well developed interpersonal skills; a team player.

2. High level of organizational skills.
3. Inquisitive, thorough and accurate approach to work and research.
4. Flexible, self-motivated work style.
5. Must handle highly confidential information with discretion and good judgment.

V. Other Qualification:

Because of ACU's affiliation with the Church of Christ, this employee must be a professing Christian and fully supportive of the Christian mission and purpose of the University.

VI. Physical Demands: These are the physical demands that are regularly required to perform this job.

- A. Must be able to perform computer work for extended periods of time.
- B. Must be able to withstand occasional extended work hours.
- C. May need to lift 25-30 lbs.

Contact Information:

Please email your resume in MS Word, RTF, HTML, or ASCII text format to the address below. If you wish to enclose a cover letter, please include it in the body of your email message.

36380-CJB-0@acu.hrmdirect.com

Web: <http://acu.edu>