



Assistant Director of Research
Advancement Services

Position Summary

The Florida State University Foundation seeks an Assistant Director of Research. The Assistant Director will provide assistance in the administrative duties of a comprehensive program of advancement research. This individual will practice and administer the research and analysis of issues, individuals, foundations and corporations in the search of private support for the University. The incumbent will provide guidance in 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 of Research 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
- Quantifies and measures the performance of the Office of Research
- Assists in the hiring, training and mentoring of Research personnel
- Protects confidential information

Special Skills

- Library skills including online research and requisite technical/computer skills
- Strong analytical skills
- Strong editing skills, both for content and grammar
- Careful attention to detail
- Aptitude for logical thinking
- Excellent written and oral communication skills

- Disciplined time management and organizational proficiency
- Ability to foster strong interpersonal relationships
- Professional demeanor
- Commitment to professional ethics

Working Relationships

The Assistant Director of Research reports directly to the Director of Research. 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, Alumni Association and Seminole Boosters. Additionally, contact with public information officers in government agencies and libraries, foundations; corporations and occasional development and business service providers.

Qualifications

Experience: Field experience gathering, analyzing, synthesizing and compiling data is essential. Knowledge of Microsoft Office Products. Supervisory experience and/or experience as a project lead is desirable.

Education: Baccalaureate degree required, Masters preferred.