

The University of Chicago

Prospect Management Analyst – Requisition 082127

General Summary:

Serve as an integral member of a team of professionals responsible for strategic and campaign planning, prospect research, prospect management, and market research that provide information, analysis, and management tools to support effective fund-raising and alumni relations programs for the University. Work with the university-wide prospect management system to design and execute strategies to manage and grow the size and value of the overall prospect pool. Assist with developing special project plans and analyses as well as provide prospect management and project planning support for all relevant University Strategic Initiatives.

Qualifications:

Bachelor's degree required; a minimum of two years of relevant work experience, preferably in development, project management, database systems, and/or data and report analysis required; experience working in a complex, matrixed organization preferred; familiarity with techniques and tools used to modify, retrieve, manipulate, and report data from relational database management systems, such as SQL, Business Objects, or Microsoft Access required; demonstrated skill and knowledge of, or ability to learn quickly, the internal workings of the University as well as the technology tools available to the Office of Alumni Relations and Development, including Griffin (the University's Donor Relationship Management System), a Microsoft Windows computer environment, Microsoft Outlook, Word, Excel, PowerPoint, and Access required; scrupulous attention to matters of discretion and confidentiality required.

For more information and to apply:

<http://tinyurl.com/PManalyst09>

To be considered, all job seekers must meet the requirements and apply online.

The University of Chicago is an Affirmative Action / Equal Opportunity Employer.