

ORGANIZATION NAME: Wayne State University, Division of Development and Alumni Affairs

EMPLOYER INFORMATION: Wayne State University is Michigan's only urban research university, located in the heart of Detroit's University Cultural Center. WSU has 13 schools and colleges that offer more than 350 major subject areas, a population of 33,000 graduate and undergraduate students, a 203 acre campus plus six extension centers in the metropolitan area. As an urban research university, our mission is to discover, examine, transmit and apply knowledge that contributes to the positive development and well-being of individuals, organizations and society. Wayne State University is a national research institution dedicated to preparing students to excel in an increasingly advanced and interconnected global society.

LOCATION: Detroit, Michigan

CONTACT INFORMATION: Candidates who are interested in this opportunity must apply for it online at the WSU Online Hiring System Website: www.jobs.wayne.edu. The reference number for this position posting is 036231. Complete an online application and then submit your application for the Associate Director, Development Research job posting #036231. If there are questions or problems with using the website, contact the WSU Employment Service Center at 313-577-2010.

POSITION TITLE: Associate Director, Development Research

SALARY RANGE: \$50 to 70k

APPLICATION DEADLINE: This position will remain posted in our online hiring system until a suitable candidate is found.

POSITION DESCRIPTION: The Associate Director for Development Research will report to the Associate Vice President for Development at WSU. The primary function is to Develop and manage the operational and administrative activities for the Development Research Services Office in the Division of Development and Alumni Affairs. Implement programs to identify and cultivate prospects, improve giving and meet fundraising goals.

ESSENTIAL FUNCTIONS:

Plan and direct the goals and activities of the research and data integrity staff. Identify goals, determine manpower requirements, make work assignments, monitor progress and evaluate results to determine the need for operational changes to improve efficiency. Manage data segmenting and data cleansing projects. Oversee physical office area and security service activities for unit.

Develop and implement policies and procedures for gathering, storing and reporting prospect and donor information. Collaborate with Information Services staff to devise prospect identification strategies and work with major gift officers and divisional leadership to implement and administer prospect management and tracking activities.

Manage and oversee the personnel activities for unit. Interview, select, evaluate and discipline exempt and non-exempt support personnel. Establish professional development expectations. Train and instruct on methods and procedures, monitor departmental work schedules and establish deadlines and priorities. Provide assistance and instruction to staff on operating concepts and procedures.

Manage unit's annual budget. Develop projections, propose budget, approve expenditures and monitor transactions for compliance with institutional policy and contractual agreements. Negotiate contracts with online data resource vendors.

Act as liaison and resource person to various University units, outside organizations and

professional groups. Serve on committees, conduct training and presentations, attend seminars and participate in professional organizations to remain current with trends and practices.

Prepare administrative reports, analyses and statistical summaries on department operations and activities. Perform feasibility studies on division and campaign research needs and activities; develop and oversee special projects and events; make presentations to management.

Perform related work as assigned.

EDUCATION:

Bachelors Degree in Library and Information Science or Business Administration. Master's Degree preferred. Knowledge of Sequel Query Language (SQL) preferred.

EXPERIENCE:

5-7 years relevant experience managing a research service unit, including managing personnel, developing policy and methodology and implementing procedures. Extensive experience with MS Access or other report writing tools.

COMPETENCIES REQUIRED:

COMMUNICATION SKILLS- strong written and verbal communication skills; strong customer service skills.

ANALYTICAL SKILLS - Ability to compare, contrast and quality check work with a keen attention to detail. Strong analytical skills including: critical thinking, problem solving skills.

ORGANIZATIONAL SKILLS - Ability to prepare and present special projects with little or no supervision/oversight. Ability to meet deadlines.

SUPERVISORY SKILLS - Ability to delegate work, set clear direction and manage workflow.

Strong mentoring and coaching skills. Ability to train staff and develop subordinates' skills. Ability to foster teamwork among staff members.