# California State University, Fresno Foundation

## PROSPECT RESEARCH COORDINATOR – ADVANCEMENT SERVICES

### JOB ANNOUNCEMENT #22-311

### POSITION SUMMARY:
Full-time, benefitted position with the Advancement Services through the California State University, Fresno Foundation. Under the general supervision of the Executive Director of Advancement Services, the Prospect Research Coordinator serves as a partner to Development staff across the university. This includes partnering with directors of development to optimize fundraising portfolios and actively manage and forecast the university’s pipeline of gifts. The position applies creative research techniques to provide high-level description and analysis on individuals, corporations and foundations (including current and prospective donors, as well as extended individual and organizational relationships) using a wide variety of biographical, organizational, anecdotal and financial sources. The position draws upon multiple resources to assess financial capacity, philanthropic tendencies, giving propensity, and connections with Fresno State with the goal of generating new donations and fostering strategically important relationships to the University.

### ESSENTIAL JOB FUNCTIONS:
Under the general direction of the Executive Director of Advancement Services and lead direction from the Senior Prospect Management Analyst, the incumbent will be responsible for the following typical duties, which include but are not limited to:

- Conducts in-depth prospect research for corporations, foundations, and individual major gift prospects; analyzes, interprets, and evaluates biographical, business, personal, and financial information for current and prospective donors.
- Prepares high quality profiles on prospects and/or groups of prospects.
- Maps relationships between donors and prospects to help identify opportunities and build a major gifts pipeline.
- Analyzes wealth screening data to identify new donor prospects.
- Assists in oversight of all prospects in the prospect management cycle.
- Works closely with database specialists to maintain data integrity, constituent attribute coding, and perform routine clean up.
- Generates reports from the alumni/donor database and creates custom reports to provide analysis and interpretation of portfolio performance.
- Other duties may be assigned

### QUALIFICATIONS & EXPERIENCE:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor’s degree (B.A.) from a four (4) year college or university; or completion of a high school degree or equivalent and three (3) years related experience; or equivalent combination of education and experience in advancement, prospect research, development, library research or information related field.
- Exceptional computer skills and demonstrated background in internet-based research.
- Proficiency in Microsoft Office Suite.
- Experience with relational databases and the ability to download and export information between systems.
- Knowledge of the range of resources available to prospect researchers, and the ability to use and apply those resources in an organized and purposeful manner.
- Understanding of local, regional and national philanthropic and public and private entities.
- Experience with Ellucian Advance is preferred.
- Strong customer service, organizational and time management skills.
- Demonstrated ability to analyze and synthesize data from a wide variety of sources, and present the resulting information in a clear, concise summary.
- Proficiency in internet research and data extraction, including fundraising databases and on-line services.
- Ability to organize and manage a diverse range of assignments and projects with high efficiency, yet thorough attention to detail and follow through.
- Ability to interpret, apply and communicate on a wide variety of policies and procedures relating to and impacting prospect research and fundraising.
- Ability to handle sensitive and confidential information appropriately and with discretion.
- Ability to work in a team environment and independently.
- Demonstrated knowledge of biographical and financial reference sources.
- Ability to gather information effectively from a variety of resources with the ability to analyze data and make accurate projections.

| COMPENSATION: | $3,662.50 per month. Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay. |
| DEADLINE: | Application review begins May 2, 2022; open until filled. |
| TO APPLY: | Please visit the Auxiliary Human Resources page at [https://auxiliary.fresnostate.edu/association/hr/](https://auxiliary.fresnostate.edu/association/hr/) for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to: California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988 E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu |

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click [http://fresnostate.edu/adminserv/smokefree/index.html](http://fresnostate.edu/adminserv/smokefree/index.html)

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.