



Job Specification

Job Title: Prospect Research Specialist
BCAT Code: 510X GR
Pay Grade: G13

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Provides for all aspects of prospect management and tracking for development officers and staff. The activities may include, documentation, training, report-writing, data entry, statistical analysis, management strategy, implementing policies/procedures, etc.

Examples of Duties

- Manages the prospect tracking program within Prospect Research.
- Maintains integrity of Prospect Management System.
- Analyze data and prepare reports using graphs and/or charts
- Participates in stewarding prospect management data throughout donor database conversions.
- Develop prospect qualification processes to identify best major gift prospects.
- Work with IT staff to provide and create training and orientation for new and existing support staff and development officers.
- Participates in special projects.
- Creates new entity records on Banner.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of prospect tracking, moves management, data mining/screening, and statistical analysis.
- Knowledge of computer operation and software (spreadsheets, word processors, presentations, databases, etc.).
- Ability to multi-task and provide excellent customer service.
- Effective time management and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum GSU Hiring Standards

Bachelor's degree and two years of related experience, or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.