### Job Title
Prospect Research Analyst

### Pay Plan
A&P

### Pay Grade
16

### FLSA Status
Exempt/Non-Exempt

### Union
Non-Union

### Union Code
0

### Job Family
Advancement

### Subfamily
Prospect Management

### Job Family & Subfamily Summary
**Advancement Professionals** lead, coordinate or support activities related to fundraising and public relations targeting current and potential donors and the alumni community.

**Prospect Management Professionals** identify new donor prospects through research providing biographical data with a focus on prospect identification and research, relationship management and data analytics.

### Job Summary
Provides professional prospect development research and information services in support of the fundraising goals and objectives of UCF Advancement. Identifies, researches, and assists with database screening initiatives, querying, reporting and analysis.

### Representative Duties

1. • Assists in researching, developing, assigning prospect ratings for constituent records
• Maintains database of constituent records to support prospect pool identification and prioritization
• Assists in goal-setting and long-term strategic planning for the acquisition, evaluation, qualification, and implementation of prospect screenings
• Creates narrative reports, profiles, prospect alerts, charts, graphs and other illustrations
• Conducts detailed biographical business and financial research on alumni, individuals, corporations and foundations using subscription and on-line databases, in-house files, library references, and other resources
### Education, Experience, Skill Requirements

<table>
<thead>
<tr>
<th>Required</th>
<th>Preferred</th>
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<tbody>
<tr>
<td>Education Level</td>
<td>Bachelor’s</td>
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<tr>
<td>Certification(s)</td>
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<td>Licensure(s)</td>
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<td><strong>Work Experience</strong></td>
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<td>2+ years of relevant work experience</td>
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### Additional Requirements


### Physical/Environmental Demands

Standard office environment with no unique physical demands

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This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.