



Job Title	Prospect Research Analyst	Job Code	AV0711, AV0712
Pay Plan	A&P	Pay Grade	16
Union	Non-Union	FLSA Status	Exempt/Non-Exempt
Job Family	Advancement	Union Code	0
		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		
	Required	Preferred
Education Level	Bachelor's	
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

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.