



PROSPECT RESEARCH SPECIALIST, REGIONAL GIVING

Full Time
\$24.52 - \$27.00/hour

JOB DESCRIPTION

Department Profile

The UC Santa Barbara Office of Development blends the strengths of both a centralized and a decentralized operation. Although all development officers report to the Associate Vice Chancellor for Development or his/her designee, some are dedicated to specific schools and units, working hand-in-hand with Deans, Directors and faculty to secure private support. Additional development officers focus on specific regions of the country and/or are dedicated to increasing involvement by alumni, parents and friends. A strong central core initiates programs, or provides guidance and expertise, in foundation relations, planned giving, capital projects, donor stewardship, The UCSB Foundation and other areas of specialization. An integrated tracking and coordination system ensures a collaborative and smooth working environment, all aimed at enhancing UC Santa Barbara's attractiveness to, and involvement with, the private sector.

Summary of Job Duties

Under general supervision, the Prospect Research Specialist serves as the Development analyst for the Regional Development Team in the Office of Development, supporting a complex and multifaceted program in coordination with Central Development's Prospect Management, Development Research and Donor Relations units. Provides leadership for all analytical functions that support the strategic goals, initiatives and projects leading toward the philanthropic support from individuals, foundations and organizations to the Social Sciences.

Under the general supervision of the Senior Director, Regional Giving of Development and/or his/her designee, establishes, develops and maintains comprehensive systems within the unit in coordination with central Development Office; supports the Regional Development Team in short- and long-term strategic planning and project management for program development and implementation which is focused on achieving operational and fundraising goals. Proactively organizes, and attends strategy moves management meetings and coordinates follow up for discussed prospects; prepares materials and reports that analyze the activities, progress, and goals of the Team; ensures the consistency, timeliness and accuracy of information disseminated to donors, prospects, and internal constituents. Reviews and analyzes data as it relates to fundraising strategies and prospect identification and management and associated

trends. Coordinates communication and works closely with the Development Research and Donor Relations & Stewardship units on collaborative projects and related prospect issues. Identifies, manages and completes special projects for other fundraising goals as needed. Responsible for a high level of prospect and gift analysis and research, providing analytical reporting to the Directors of Development, Regional Giving as appropriate. Proactively identifies issues and solutions, and makes recommendations to the Team. Supports the Associate Director of Development, Regional Giving with regional committee meetings, area events and other activities for fundraising purposes. Must be able to work under pressure of frequently shifting priorities and deadlines. This role contributes to the overall goals and success of the unit.

The Analyst will be privy to sensitive materials, information and planning, therefore, the position requires the utmost degree of confidentiality. Maintains in depth knowledge of University policies and procedures and state and federal regulations related to fund raising and accepted business practices; uses exceptional analytical skills, excellent composition, grammar and editing skills, and various database and software tools necessary to accomplish assigned tasks.

MINIMUM REQUIREMENTS

- Bachelor's degree or equivalent combination of education and experience required
- Five to ten years of experience in individual major donor development or related profession. Proven success in the major gift fundraising; experience in higher education preferred.
- An understanding of the culture of Division/Area departments, and a basic grasp of the social, political, and economic issues that these faculty members study.
- With training, ability to articulate the programmatic objectives of the Division/Area with clarity and passion.
- Highest ethical standards, demonstrated empathy and a positive attitude in the face of difficulty and challenge.

Desirable Qualifications

- Master's degree
- Track record of engaging industry effectively toward funding goals and philanthropic outcomes.
- A general understanding of planned giving.
- Sensitivity to long-term relationship building and stewardship with donors and potential donors.
- High level of initiative, creativity and energy.

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