



PROSPECT RESEARCH SPECIALIST, COLLEGE OF ENGINEERING AND THE SCIENCES

Temporary
\$24.52 - \$26.50/hr

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 the general direction of the Engineering and Sciences Senior Development Analyst, the Prospect Management and Donor Analyst ("Analyst") serves as a key analyst for the Engineering and Sciences Development Office ("Office"), supporting a complex and multifaceted fundraising program covering all departments, institutes and centers within the College of Engineering and the Division of Math, Life and Physical Sciences.

The Analyst will work very closely with the Senior Development Analyst, as well as with Development Directors ("Directors") to research individual and corporate prospects, maintain the integrity of Engineering and Sciences prospect data, and to track salient prospect fundraising events and make portfolio recommendations. Additionally, the Analyst will proactively and with minimal prodding identify issues and solutions, and make recommendations to the Senior Development Analyst and Directors. Must be able to work under pressure and with frequently shifting priorities and deadlines.

Candidates must have a strong understanding of the fundraising goals and programs within the College of Engineering and the Division of Math, Life and Physical Sciences, and assist Directors with their long range fundraising goals and portfolio development. Must be able to prioritize a

diverse workload in order to fulfill the Office's research, project management and analytic fundraising needs. The Analyst will be privy to sensitive materials, information and planning; therefore, the position requires the utmost degree of confidentiality.

**** LIMITED APPOINTMENT****

Limited appointments may be established at any percentage of time during which the appointee is expected to be on pay status for less than 1,000 hours in a period of 12 consecutive months.

MINIMUM REQUIREMENTS

- Excellent communication and interpersonal skills.
- Excellent skills in analysis, problem solving, working with detail while applying and understanding broader contexts as they affect a diverse customer base: faculty, staff, students, and donors.
- The ability to establish a cooperative working relationship with staff; the ability to work as a member of a team, and to support the Development Office structure, obtaining approvals and coordinating as needed.
- Ability to interpret policies and procedures and accurately communicate them to others.
- Strong customer service skills.
- Ability to prioritize and meet deadlines.
- Ability to work under minimal supervision.
- Demonstrated experience in the maintenance of databases, expertise in the use of Word, Excel, and other office software and/or web-based applications.
- The ability to handle problems as they occur, and follow through on all aspects of the position.
- High level of initiative, creativity and energy.

Desirable Qualifications

- Bachelor's degree preferred
- Experience with Advanced database.

JOB# 20200085

[To Apply](#)