

Prospect Management & Donor Research Specialist Development / Arts & Lectures

Summary of Job Details

The Prospect Management & Donor Research Specialist (Specialist), Arts & Lectures serves as a key analyst for the Development Team in Arts & Lectures in coordination with Central Development's Prospect Management, Development Research and Donor Relations units. The Research Specialist supports a complex and multifaceted program covering all programs within Arts & Lectures. Working closely with the development team, the Specialist 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 Arts & Lectures with an emphasis at the \$2,500+ level. The analyst establishes, develops, and maintains comprehensive systems within the unit in coordination with Central Development; supports the Arts & Lectures Development team in short and long-term strategic planning, "moves" management, research of prospects, portfolio recommendations, project planning and stewardship activities for program development, complex events and implementation that is focused on achieving operational and fundraising goals for Arts & Lectures. Coordinates communication and works closely with Development Research 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 reporting to the development team. Provides analytical reporting to the development team and Executive Director as appropriate. Proactively identifies issues and solutions and makes recommendations to the Team.

Required Qualifications

- Bachelor's Degree or equivalent combination of education and experience
- 1-3 years or experience with donor database or CRM software (e.g. Advance, Raiser's Edge, Blackbaud, etc.)
- Excellent computer skills including proficiency in Word, Excel, PowerPoint, Google Suite and demonstrated ability to quickly learn various software programs.
- This position requires the utmost degree of confidentiality

Special Conditions of Employment

- May be called upon to work occasional evenings and weekends at various Arts & Lectures, Development Office, Institutional Advancement or campus-wide events.
- Satisfactory criminal history [background check](#)

Budgeted Hourly Range: \$31.47 - \$36.00/hr.

The University of California is an Equal Opportunity/Affirmative Action Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. To review detailed job description and apply online, please visit <https://jobs.ucsb.edu>, Job # 80965.

[Prospect Management & Donor Research Specialist, Arts & Lectures](#)