Senior Prospect Research Analyst, University Advancement

**Job no:** 510739  
**Work type:** Staff  
**Location:** San Marcos  
**Categories:** Unit 9 - CSUEU - Technical Support Services, Probationary, Fundraising & Alumni Relations, Full Time

**Job Overview**

Under the general direction of the Director of Advancement Services, the incumbent will create and execute a comprehensive, strategic program for donor identification, research, and qualifications in support of CSUSM’s fundraising success. The incumbent will use available resources to prepare prospect research profiles, event bios and other requested reports.

**Position Summary**

Senior Prospect Research Analyst (Administrative Analyst/Specialist Exempt II)

This is a full time, exempt position, which will lead toward permanent status following the successful completion of a probationary period.

The University supports the use of telecommuting work options, including hybrid work arrangements, based on employee performance and operational needs.

This position is eligible for a broad range of benefits, including medical, dental, vision, life and disability insurances, retirement (CalPERS), tuition waiver, vacation and sick leave. In addition, 14 paid holidays are offered each year; 13 scheduled on specific days and a Personal Holiday that may be taken any time during the year.

A comprehensive benefits summary for this position is available online by visiting our [Benefits Portal](#).

To view the full job description and position requirements, please click on the following link: [Senior Prospect Research Analyst - Position Description](#)

Anticipated Salary Range: $5,417 - $6,000 per month

CSU Classification Salary Range: $4,693 - $8,489 per month

**California State University San Marcos**
A mid-size university located in San Diego’s vibrant North County, we are dedicated to service, innovation, leadership and diversity. We have an attentive faculty and state-of-the-art facilities which offer our students hundreds of opportunities to learn, lead, play and serve.

California State University San Marcos is a new kind of university, pushing the boundaries of innovation to prepare tomorrow's leaders, build stronger communities and solve pressing issues.

Cutting-edge research meets hands-on application at our campus and in the real world.

**Application Process**

This position is open until filled. For assurance of full consideration, please submit application, cover letter and resume by 11:59pm on March 8, 2022.

Application requires answers to supplemental questions.

Applicants who require an accommodation during the application or testing process due to a disability recognized under the Americans with Disabilities Act (ADA)/CA Fair Employment and Housing Act (FEHA) should notify the Office of Human Resources at (760) 750-4418 or e-mail: hr@csusm.edu. Hearing & speech impaired call our TDD at (760) 750-3238.

**Supplemental Information**

CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at [https://calstate.policystat.com/policy/9779821/latest/](https://calstate.policystat.com/policy/9779821/latest/). Questions should be sent to the Office of Human Resources at hr@csusm.edu.

Following a conditional offer of employment, satisfactory completion of a background check (including criminal records check) is required prior to beginning employment. Any offer of employment rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

California State University San Marcos is an Affirmative Action/Equal Opportunity Employer that is strongly committed to promoting diversity in all areas of the campus community. We consider qualified applicants for employment without regard to age, physical or mental disability, gender or sex, genetic information, gender identity, gender expression, marital status, medical condition, nationality, race or ethnicity, religion or religious creed, sexual orientation, and veteran or military status.
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act Notification can be found at [https://www.csusm.edu/clery/annualreports.html](https://www.csusm.edu/clery/annualreports.html).

California State University San Marcos is not a sponsoring agent for staff or management positions (i.e. H1-B visas).

Positions are posted for a minimum of 14 days.

**Advertised:** February 10, 2022 (9:00 AM) Pacific Standard Time
**Applications close:** Open Until Filled