

South Texas College of Law Houston
Position Description

Job Title: Manager, Prospect Strategy
Department: Office of Advancement and Alumni Engagement
Reports To: VP, Advancement and Alumni Engagement
FLSA: Exempt
Salary: \$65,000 - \$75,000

SUMMARY The Manager, Prospect Strategy is responsible for identifying and evaluating a pool of potential and current donors, using thorough research and data analysis to support the Office of Advancement's annual fundraising and campaign goals. Additionally, the Manager, Prospect Strategy will introduce and manage systems to ensure effective prospect management, including analytics, data mining, and other appropriate metrics and reporting activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Thorough knowledge of philanthropy and all aspects of prospect research.

Prepare compelling profiles and summaries on prospects for fundraisers to review and utilize in strategy development.

Complete research requests in a timely manner, determining which type of research needs to be performed, which research sources need to be utilized and which report formats are required.

Record research findings in donor database, adhering to office business processes and ensuring data integrity at all times.

Identify new prospects for fundraising and other initiatives, and recommend those prospects for assignment to development officers.

Provide key support and insight in the maintenance of portfolios via portfolio review sessions (including meeting preparation and follow up); provide ongoing analysis and analytics of portfolios, moves and stages.

Collaborate with the database team to ensure efficient management of donor data.

Exercise utmost discretion and good judgment in working with all students, alumni, and donor data; comply with FERPA regulations in sharing information about students.

Comply with all aspects of the law school's Customer Service Standards.

SUPERVISORY RESPONSIBILITIES

N/A

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person must have a poised and professional image; strong interpersonal skills with the exceptional ability to prioritize projects and workload, as well as the ability to work collaboratively in a team environment. High organizational ability, adherence to strict deadlines, and ability to manage concurrent projects and priorities. Must have proven analytical, critical thinking, and problem solving skills. Solid computer skills, including knowledge of common donor databases, such as Raiser's Edge, and productivity tools within the Microsoft Office suite. Strong interpersonal skills with the ability to communicate effectively and persuasively with coworkers and as well as faculty, staff, and students; must have demonstrated ability to exercise good judgment, tact, and discretion. Exceptional writing skills with an eye for creativity and great attention to detail. Service oriented with ability to make all visitors feel welcome. Must have a collaborative approach to working with others. Must have excellent writing and editing skills; proficient in windows-based software, including word processing, spreadsheet skills, and ability to learn new software programs as needed. Ability to work in a fast paced environment and perform multi-tasking duties.

EDUCATION and/or EXPERIENCE Bachelor's degree required. A minimum of five years of relevant professional experience in prospect research and/or strategy, preferably in higher education.

LANGUAGE SKILL

Ability to effectively and professionally communicate in one-on-one and small group situations with students, alumni, law firms, clients and other employees of the organization. Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write correspondence.

MATHEMATICAL SKILLS

Ability to perform basic math essentials.

REASONING ABILITY

Ability to define routine problems, collect data, establish facts and draw valid conclusions to solve routine problems and/or deal with a variety of variables in situations, especially when department head may be out of office or unavailable. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

N/A

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is regularly required to stand and walk. Occasional light to moderate lifting from floor level, at waist, and above shoulders required. Infrequent bending and stooping necessary. Specific vision abilities required by this job include close vision in order to accurately input data and proofread; distance vision in order to recognize and assist visitors to the department.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Fast paced, multi-tasking, non-smoking work environment. Must be able to work the general business schedule of the law school (9:00 a.m. to 5:30 p.m.) plus evenings and weekends as needed. Some travel as required.