



USC University of
Southern California

Analyst, Development Research Job Description

JOB INFORMATION

| | |
|-------------------|-------------------------------|
| Job Code: | 129312 |
| Job Title: | Analyst, Development Research |
| FLSA Status: | Exempt |
| Supervisory: | |
| Job Family: | Development |
| Job Family Group: | Development and Fundraising |
| Management Level: | 7 Individual Contributor |

JOB SUMMARY

Provides in-depth prospect research to staff for fundraising programs and projects. Identifies and profiles potential donors (e.g., corporate, foundation, individual); assists with qualifying potential donors. Researches, evaluates and manages information to support development activities.

JOB QUALIFICATIONS:

Education

| Req | Pref | Degree | Field of Study | |
|-----|------|-------------------|-------------------------|------|
| X | | Bachelor's degree | | |
| | X | Master's degree | | With |
| | X | Bachelor's degree | | In |
| | X | Bachelor's degree | Business Administration | Or |
| | X | Bachelor's degree | in related field(s) | |

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

| Req | Pref | Work Experience | Experience Level | |
|-----|------|-----------------|------------------|--|
| X | | 2 years | | |
| | X | 3 years | | |

Additional Work Experience

Check here if education may substitute for some of the above work experience.

X Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

| Req | Pref | Functional Skills |
|-----|------|--|
| X | | Development research experience in higher education. |

Knowledge, Skills and Abilities

| Req | Pref | Functional Skills |
|-----|------|---|
| X | | Ability to self-manage, prioritize work assignments and manage multiple deadlines. |
| X | | Experience maintaining and interpreting large datasets and database systems. |
| X | | Excellent planning, organizational and interpersonal skills. |
| X | | Detail oriented with excellent written and oral communication skill. |
| X | | Proficient in Microsoft Office. |
| | X | Volunteer experience in fundraising, campaign or non-profit environments. |
| | X | Experience with email marketing, website development/coding and Adobe Creative Suite. |
| | X | Extensive customer service experience. |
| | X | Fluent in one or more language in addition to English (e.g., Spanish). |

Other Job Factors

JOB ACCOUNTABILITIES

| | % Time | Essential | Marginal | N/A |
|--|--------|-----------|----------|-----|
| Develops and determines research project strategy. Consults with director of research and development officers regarding the best strategy and possible resources. | | | | |
| Provides research-based counsel and analysis to development officers regarding cultivation and solicitation strategy. Meets with assigned development officers regularly to review prospects and projects and/or to provide detailed briefings on prospects. Coordinates, organizes and participates in prospect meetings with development officers and staff members. Collaborates with development officers on proactive prospect identification and qualification and makes recommendations concerning prospect opportunities. Analyzes and assesses data requirements and resources. | | | | |
| Conducts investigative research using local, state and national sources and a variety of print and electronic sources, such as library records, city directories, courthouse records, annual reports, securities transactions, real property files, technical and trade documents and journals, publications, reference books, periodicals, personal contact/telephone sources, etc. to identify potential donors and provide in-depth personal and financial information on prospects. Makes recommendations on possible new sources. | | | | |
| Researches, gathers, analyzes, synthesizes, and interprets biographical and financial information on individuals, corporations, and/or foundations, based on development staff's fundraising strategies and objectives. Analyzes a variety of information to identify trends and patterns. Compares and evaluates verified and extrapolated data and determines appropriate utilization of information. Assesses prospect's giving capability, philanthropic tendencies and patterns, and appropriate potential solicitors. Creates research briefing reports to present information to schools, development officers and senior administrators on corporations, foundations and/or individual donors. | | | | |
| Identifies and profiles potential corporate, foundation and/or individual donors. Assists with qualifying potential corporate, foundation and/or individual donors. Identifies new fundraising prospects by keeping abreast of current news and industry trends. Reviews various publications to obtain timely information about alumni, higher education, philanthropy, and business trends. | | | | |
| Contributes ideas and recommendations to improve existing research operations. | | | | |
| Assigns prospect ratings based on giving capacity as determined by extensive financial research based on various sources such as on-line databases, published references, and other documents. Assists development officers in rating the giving potential of identified prospects. | | | | |
| Makes presentations to development officers and staff providing an overview of research services and procedures, research methodologies, and resources of Development Research. May make presentations to professional organizations. | | | | |
| Develops new techniques for prospect identification through electronic databases, internal colleagues, and/or external relationships with key volunteers. | | | | |
| Designs spreadsheets, reports and worksheets for prospect identification and tracking. Establishes and maintains electronic databases for development | | | | |

JOB ACCOUNTABILITIES

| | % Time | Essential | Marginal | N/A |
|---|--------|-----------|----------|-----|
| purposes. Reviews, evaluates, and recommends revisions to various databases commensurate with the changing needs of institutional advancement research. | | | | |
| Responds to inquiries and prepares concise and detailed written reports to determine financial assets, potential for philanthropic support, areas of interest and other university affiliations. Evaluates and clarifies inquiries from development officers and senior administrators. Researches, organizes, and presents in-house information regarding urgent requests. | | | | |
| Orients new development staff, research interns, graduate students and/or visitors to research library and procedures. Assists development staff in use of published materials and library materials and resources. Makes recommendations on publication purchases. | | | | |
| May supervise research interns and graduate students. Interviews, hires, and trains research interns and graduate students. Schedules and delegates workload. Evaluates performance and provides guidance and feedback. | | | | |

Other Requirements

| Essential: | Emergency Response/Recovery | Essential: | Mandated Reporter |
|--|--|------------|---|
| | In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed. | | A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/ |
| Campus Security Authority (CSA) | | | Essential: |
| By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/ | | | No |

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills,

duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.