



UNIVERSITY OF SAINT JOSEPH

CONNECTICUT

## JOB DESCRIPTION

**Title:** Development Coordinator, Prospect Research and Data Analytics  
**Department:** Institutional Advancement  
**Reports to:** Director of Gift Accounting and Data Management  
**Scheduled Weekly Hours:** Full Time, In person (no remote options available)  
**Salary Range:** \$50,000 to \$55,000  
**To apply go to:** <https://www.usj.edu/about/employment/>

\*Click on "Employment Opportunities" and search for the position, named "Development Coordinator".

### ***SUMMARY***

The Development Coordinator, Prospect Research and Data Analytics, reporting to the Director of Gift Accounting and Database Management, will provide prospect research on individual donors and corporate and foundation prospects. He or she will analyze relevant data to set gift capacity and inclination ratings, develop research reports, and improve prospect management systems.

The Development Coordinator, Prospect Research and Data Analytics will also assist with maintaining the accuracy of the Raisers Edge Database and meeting the reporting needs of the Institutional Advancement team. The Coordinator will be tasked with improving Data collection and recording, in order to build a more vibrant alumni network.

### ***KEY RESPONSIBILITIES***

- Provide high-level research on individuals, corporations, and foundations using a wide variety of biographical, organizational and financial sources, including online database services, Internet websites, library and government sources, and other external repositories of public information.
- Manage and track rating and financial data in donor records.
- Assist in management of the database for Institutional Advancement with accuracy and high attention to detail.
- Assist with data entry and data management, including creating and maintaining fund and donor records; assembling data for events and reports; and improving general database health.
- Provide support and back up to the Director in managing the gift entry process.
- Process Accounts Payable for the IA Department.
- Support with data input of student scholarship information.
- Manage office inventory and supplies.
- Help with special events as needed.
- Other responsibilities as assigned.



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### **QUALIFICATIONS**

#### **Education & Experience**

- Bachelor's Degree strongly preferred.
- Proficiency with Raiser's Edge or similar CRM database strongly preferred.
- 1-3 years' experience in Institutional Advancement strongly preferred.

#### **Other Qualifications**

- Strong organizational, interpersonal, and customer service skills; ability to manage changing priorities and meet deadlines.
- Possess solid general computer skills, including ability to work in a Windows environment. Proficiency with MS Office Suite, Internet, and other programs as needed (e.g., mail merge, data base management). Familiarity with specific applications used by the University/Department a plus.
- Accounting or bookkeeping experience a plus.
- Strong oral and written skills and ability to communicate comfortably with students, colleagues, and external constituents. Disseminate information clearly and succinctly, have excellent judgment and discretion. Ability to work in a fast paced, customer service environment with patience, flexibility and attention to detail.
- Demonstrated ability to handle complex and multiple tasks in a professional and efficient manner and ability to handle matters of confidential nature.
- Professional, courteous demeanor and appearance; ability to work professionally with students, faculty, staff and administration and represent the University professionally to the public.
- Ability to travel, work occasional evening and weekends.
- Ability to set priorities and coordinate multiple projects simultaneously.
- Able to function independently while operating effectively within a team environment.
- Cultural competency to work with diverse student and/or employee population.
- Commitment to the mission of the University of Saint Joseph.
- Physical ability to perform essential functions for the position.



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### **Physical Requirements**

*The physical requirements and description of the work environment are representative of what 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.*

<b><i>Physical Activity</i></b>	<b><i>Approximate Percentage of Time Spent in this Activity (Minimal, Some, Substantial)</i></b>
1. Bending	Some
2. Climbing (e.g. stairs)	some
3. Keyboarding	Substantial
4. Kneeling	Some
5. Lifting (indicate <i>maximum</i> weight)	Some 25 lbs
6. Reaching	Some
7. Sitting	Substantial
8. Standing	Some
9. Using Telephone	Some
10. Walking	Some
11. Other (please explain): _____	

### **Work Environment** *(a brief description)*

Pleasant office environment.