UNIVERSITY OF SOUTHERN CALIFORNIA
Development Research Analyst
Job Code: 129312

Grade: I
OT Eligible: No
Comp Approval: 2/10/2005

JOB SUMMARY:
Plans and prepares comprehensive and/or complex in-depth research services for fundraising programs and projects for development officers, senior administrators, and/or department managers of the University. Identifies and profiles potential corporate, foundation, and/or individual donors. Assists with qualifying potential corporate, foundation, and/or individual donors. Researches, analyzes, evaluates, and manages information to support the University's development activities.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
<th>% TIME</th>
<th>Time Description</th>
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<td>Develops and determines research project strategy. Consults with director of research and development officers regarding the best strategy and possible resources.</td>
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<td>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.</td>
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<td>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.</td>
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<td>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.</td>
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<td>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.</td>
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<td>Contributes ideas and recommendations to improve existing research operations.</td>
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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 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 supervises 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.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: □ No
□ Yes 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.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor’s Degree
Combined experience/education as substitute for minimum education

**Minimum Experience:**

2 Years
Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
Experience in research, library/information sciences, computer sciences or related field. Demonstrated analytical, communication, and interpersonal skills.

Preferred Education:
Master's Degree

Preferred Experience:
3 Years

Preferred Field of Expertise:
Experience in development research in a university setting.

Skills: Other:
Analysis
Assessment/evaluation
Communication -- written and oral skills
Conflict resolution
Consulting
Consulting
Counseling
Creative writing and editing
Development/fundraising
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Scheduling
Teaching/Training

Skills: Machine:
Calculator
Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopier

Supervises: Level:
May oversee student, temporary and/or casual workers.

SIGNATURES:
Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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