



# The University of Texas at San Antonio™

## Job Description

---

<b>Job Title:</b>	Prospect Researcher I	<b>Job Family:</b>	Advance
<b>Type:</b>	Classified, Exempt	<b>Job Code:</b>	19225
<b>Department:</b>	Development/External Relations	<b>Salary Grade:</b>	57
<b>Reports to:</b>	Director of Prospect Management and Research	<b>Created/Revised:</b>	08/2022
<b>Work Modality:</b>	On-Campus, Remote, Hybrid		

This position is part of a market adjustment implemented in Spring 2022. New hires salary offers should at least be at the minimum salary established for this position based on the market adjustment. Please contact Compensation at [compensation@utsa.edu](mailto:compensation@utsa.edu) with any questions.

---

### Job Summary

Responsible for conducting and facilitating research on individuals, private businesses, public corporations, and philanthropic foundations and integrating data gathered from various public and published sources into a computer system for retrieval and analysis.

Provide skilled knowledge in performing research in support of development activities.

---

### Core Responsibilities

1. Performs prospect identification and research; meets with development staff to support activities, initiatives and programs.
  2. Collaborates with development staff to develop prospect identification, cultivation, solicitation, and overall fundraising strategies.
  3. Advises development staff regarding new prospect possibilities; consults on the feasibility of research requests and special projects.
  4. Creates profile reports tailored to specific goals and/or objectives; maintains, tracks and stores profile data.
  5. Maintains and updates policies and procedures for the prospect research programs; proposes changes and modifications.
  6. Reviews local and national news, business publications, economic trends and business development keeping abreast of prospect information; provides relevant information to development staff.
  7. Manages research information services and negotiates annual contracts.
  8. Maintains and upholds the professional and ethical standards set forth by the Association of Professional Researchers for Advancement (APRA).
  9. Develops and maintains professional relationships with local prospect researchers and national and local associations.
  10. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration and Innovation.
  11. Performs other duties as assigned.
-

## Minimum Requirements

### Education/Certifications

- Bachelor's degree from an accredited institution.

### Experience

#### Required

- One year of professional experience in prospect research or data collection and analysis in a development, financial institution, legal or related industry.
- Criminal Background Check (CBC)

#### Preferred

- Three years of professional experience in prospect research or data collection and analysis for a financial institution or related industry.
- 

## Knowledge Skills & Abilities

- Strong analytical, writing, organizational, and communication skills.
  - Understanding of basic legal and financial processes.
  - Ability to maintain strict confidentiality.
  - Ability to organize and prioritize tasks and meet deadlines.
  - Ability to evaluate complex business and financial data.
  - Ability to handle highly confidential material with discretion.
  - Proven analytical, critical thinking, and problem-solving skills, as well as strong intuitive skills.
  - Excellent written and verbal communication skills.
  - Strong attention to detail.
- 

## Core Competencies

*Instructions: Select the appropriate Competency section below based on position. **Options:** Individual Contributor (IC), People Leader (PL), or Executive (Exec). Delete this instructions paragraph, Competency header (IC, PL, or Exec), and other Competency sections not applicable to position.*

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

---

## Working Conditions

### Working Environment:

- Office Environment.
- Requires use of personal computing equipment, telephone, multi-functioning printer and calculator.

### Physical Demands:

- Sedentary work; sitting most of the time. Jobs are sedentary, if walking and standing are required, only occasionally.
-