Saint Michael’s College
Job Description

Job Title: Associate Director for Research
Department: Institutional Advancement
Supervisor or Manager: VP for Institutional Advancement

Date Created: 7/25/05 Last Revised: 4/07/15 FLSA Status: NE

Approved by (print name): ________________________  Signature: ________________________

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- The Prospect Research Program is managed by the Advancement Services Director
- Major gift prospects are identified, evaluated and rated through detailed research and review of contact reports
- All contact reports are reviewed and follow-up is ensured with the appropriate manager
- Written reports are prepared and appropriate strategies are suggested in support of specific funding opportunities
- System enhancements are designed and implemented, in collaboration with IA team members
- Ways to maintain data integrity are recommended to Vice President and Director for Advancement Services
- The commitment to SMC’s mission is carried out, in all aspects of work, on a daily basis
- The mission of the College is effectively promoted and the IA mission is supported to build life-long relationships with alumni, parents and friends, and to engage alumni and friends of the College as active volunteers and benefactors
- IA policies are adhered to regarding confidentiality of prospect information and database integrity

Essential Duties and Responsibilities:
- Prepares prospect and event profiles for President and Vice President for Institutional Advancement as requested
- Identifies potentially new corporate, foundation and individual prospects with capacity and interest in giving to SMC and its specific programs
- Provides detailed research and prospect lists in support of departmental/institutional priorities
- Screens and verifies data on a regular bases
- Manages information (public information research) pertaining to prospects assigned to fundraisers
- Handles projects for prospect identification, evaluation and tracking in support of specific strategic organizational initiatives and/or in support of specific organizational solicitors
- Conducts research on various prospects as needed, gathering information from libraries, databases, on-line news directories, Internet sites and other sources and maintains research resource center for prospect development
- Locates, analyzes, interprets, organizes and distributes information regarding financial capacity and philanthropic interests
- Selects, evaluates, implements and provides training on research resources
- Prepares valuable training materials for maximizing institutional research
- Examines and evaluates data to create strategic background reports
- Ensures that prospect managers are recording all pertinent data in system and tracks activities/progress
- Reviews ratings for managed prospects and offers ratings on prospects not managed
- Tracks SMC connections, relationships, and giving ability
- Maintains an organized file room and continues to prep files for pending document imaging project
- Directs own self-education program utilizing various avenues
- Records minutes at Vice President’s Prospect Strategy meetings and ensures follow-up

Secondary Responsibilities:
- Conducts specialized research projects, including sphere of influence analyses, funding priority feasibility studies and regional and occupational analyses
Engages/participates in College campus-wide activities/events such as Commencement, Reunion and Homecoming, interacting with various constituencies

Provides assistance/advice to development team as needed to maximize capabilities (with a global and a detailed view for maximum production of advancement office)

Coordinates and oversee various work study projects

Positions Supervised:
• Work-study students

Position’s Major Contacts:
• Vice President for Institutional Advancement
• Institutional Advancement staff
• Jack Neuhauser, President
• Admission Office Management & Staff
• Registrar’s Office
• Career Resource Center
• Internship Coordinator
• Faculty Members
• Library Staff
• Athletics, etc.
• Virtually every academic and administrative function on campus

Demonstrates Excellence in this Position:
• Shows a steadfast commitment to participating as a member of a fully integrated outreach and development team
• Possesses excellent interpersonal skills and deals effectively with a variety of constituents in a broad range of relationships and situations, while being the “behind the scenes” person that this position requires
• Recommends creative strategies for cultivation and solicitation through departmental meetings and 1:1 consultations
• Develops strong working relationships with gift officers and their staff through meetings and staff consultation
• Monitors activity closely and fully participates as a member of prospect management team
• Assesses regularly the amount and scope of research needed for large scale funding initiatives
• Effectively maintains and manages the research library; keeps current on the use of reference tools, including electronic databases, reviews in-house and vendor-produced publications and attends training
• Assesses research operations accurately and delivers necessary training and consultation directly
• Serves enthusiastically as a mentor to new staff members, introducing them to critical resources, methods and processes and provides direct assessment of their contact reports
• Willingly acts as in-house resource to fundraising research tools, philanthropic trends and giving patterns
• Recognizes critical data from analyses conducted and voluntarily reports findings to other SMC departments and President’s office, etc.
• Asks appropriate “what if”, “why not” and “how come” questions to unleash debate and raise issues, establishing the role of a superior researcher
• Fully understands the importance of forward motion for improving the position of advancement/development for an institution and makes it a hallmark of service to Saint Michael's College
• Demonstrates proficiency in conceptualizing and developing proactive prospecting methodologies to support organizational goals, and understand the role of prospect research in a sophisticated development program
• Distinguishes self as a truly great researcher by being able to focus on details but simultaneously take the “big picture” view/understanding/comprehension
• “Goes the extra mile” willingly and works many extra hours to support the IA team and various departments
• Possesses strong initiative, is highly self-motivated and has the ability to effectively handle problems as they occur, following through on all aspects of the position with strong professional ethics, discretion, and judgment

Education and Work Experience Required:
• Bachelor’s degree or equivalent combination of education and experience
3-5 years research experience in an academic setting or a combination of education and experience from which comparable knowledge and skills are acquired
• Record of accomplishment that demonstrates initiative, creativity and effectiveness in research helpful
• Experience in higher education and within development desired

**Analytic Skills Required:**
• The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation.

**Language and Literacy Skills Required:**
• Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.

**Computer/Technology Skills Required:**

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**Licenses, Certifications and Other Requirements:**
• None required

**Physical Demands:**
Work is often performed in a typical office environment requiring:
• Sitting in a normal seated position for extended periods of time
• Reaching by extending hand(s) or arm(s) in any direction
• Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
• Communication skills using the spoken word
• Vision sufficient to see within normal parameters
• Hearing sufficient to hear within normal range
• No or very limited physical effort
• No or very limited exposure to physical risk

While performing the duties of Associate Director for Research, the employee must occasionally lift and/or move up to 10 pounds.

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 a disability to perform the essential functions.

**Additional Requirements for the Job:**
• Ability to be highly effective in a technology-based environment (including but not limited to word processing, spreadsheet, database, email, and internet applications), can train and become an expert in Datatel's Benefactor module for handling gifts, pledges and corrections
• Willingness to work hours necessary beyond regular schedule to complete job responsibilities of the solo researcher, in a professional and thorough manner, and be available for working extra hours to accomplish timely processing of gifts to meet the College’s deadlines at the end of each fiscal and calendar year
• Capacity to help staff Reunion and Homecoming weekends, and participate in Commencement, convocations and other College events as defined by supervisor and responsibilities of this position
• Comfort with consumption of numerous electronic and print media sources, as well as being knowledgeable and proficient in the use of research office and productivity software

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.