

## Sam Houston State University Human Resources

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### Staff Classification Description – Development Research Analyst

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**Skill Category:** Tech/Para-Professional  
**Position (Employee) Class:** 4N528 (N1)  
**Grade:** 12  
**Date:** 08/2016

**Department:** Advancement Services

**Educational & Experience Requirement:** Bachelor's degree in Business or related field. Two years experience in development research or related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Performs in-depth library and electronic research and works with confidential and publicly accessible information to conduct biographical research on individuals that are prospects for significant financial support, influence or volunteer leadership.

**Supervision Given & Received:** Works under minimum supervision.

**Primary Responsibilities:** Analyzes, interprets, and summarizes financial disclosure documents for purposes of wealth assessment. Designs and retrieves a variety of reports on donor and prospect management regarding cultivation, solicitation and stewardship activities and results. Supports prospect management and tracking by working with staff and volunteers in prospect review and providing continually updated prospect identification lists. Researches, evaluates, writes and edits information into confidential biographies and updates biographies on major gift prospects. Maintains paper and electronic files and records for major gift donors and prospects. Establishes and maintains standards of quality, accuracy, and timeliness. Performs other related duties as assigned.

**Other Specifications:** Excellent analytical skills and strong verbal and written communication skills are essential. Solid computer skills, including word processing and database management are necessary. Must be able to handle confidential information with tact and discretion. Must uphold all fundraising and prospect research professional ethical standards and expectations.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**