### Georgia State University

#### Job Specification

**Job Title:** Development Management Specialist I

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<tr>
<th>BCAT Code: 09JX59</th>
<th>Effective Date: June 1, 2011</th>
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<tbody>
<tr>
<td>Pay Grade: G13</td>
<td>FLSA Status: Exempt</td>
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<td>Revision Date: July 1, 2013</td>
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#### General Description

Oversees and directs the prospect management for the development team.

#### Examples of Duties

- Serves as a member of the Development Research team in supporting University fund raising goals.
- Manages the prospect tracking program within Development Research.
- Maintains the integrity of the prospect management system and ensures compliance with policies and procedures.
- Analyzes data and produces reports, graphs, charts reflecting data within the prospect management system.
- Recommends policies and procedures to upper management to ensure the usefulness of collected data.
- Works with the Development’s Information Technology (IT) staff to create and provide training and orientation for new and existing development officers and support staff.
- Works with the Director to develop prospect qualification processes to identify the best major gift prospects for each unit.
- Participates in special projects as needed and implements initiatives set forth by the Director and upper management.
- Prepares prospect management reports for prospect management meetings.
- Stewards prospect management data through donor database conversions.
- Creates new donor records in the development database system.
- Submits statistics and prospect management activity summaries to the Director on a quarterly basis.
- Performs other related duties as assigned.

#### Knowledge, Skills and Abilities

- Excellent written and oral communication skills.
- Ability to handle confidential personal information.
- Ability to perform statistical analysis.
- Ability to assist in the planning of the departmental budget.

#### Minimum GSU Hiring Standards

Bachelor’s degree and two years of related experience; or a combination of education and related experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*

Office of Human Resources

Classification Section