Job Title: Development Management Specialist II

BCAT Code: 09JX60  Effective Date: August 1, 2012
Pay Grade: G14    FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Plans and executes proactively and independently strategies that identify sources of major private gift support in the amount of $25,000 or more for fundraising initiatives.

Examples of Duties
- Identifies, researches, and analyses potential/current prospects for major gift cultivation and solicitation to optimize the success of fundraising efforts.
- Tracks and analyzes giving trends to forecast and plan effective development strategies and resource deployments.
- Works closely with fundraising and development staff to ensure the accuracy, reliability, and maintenance of all leadership, major, principal, and planning giving prospect data.
- Coordinates and documents strategic approaches for the qualification, cultivation, solicitation, and stewardship of prospects and donors via a single database system.
- Develops and maintains the electronic library and information tracking system for the cataloging, coding, and retrieval of the department’s extensive library resources and filing systems.
- Works closely with the Development staff and the Research and Prospect Development staff to create a process for analyzing portfolios and levels of engagement.
- Provides a historical record/report of prospect and donor interactions and activity.
- Uses quantitative criteria, such as income, assets, liabilities, and giving patterns for prospect evaluation.
- Attends Prospect Meetings, a key member of various fundraising initiative committees, and as liaison to a portfolio of development directors.
- Leads and facilitates prospect and portfolio review sessions; works with fundraisers and managers.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of standard reference and information sources and library skills.
- 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.
- Ability to read and interpret financial, technical, and trade documents.

Minimum GSU Hiring Standards
Bachelor’s degree and three 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