Metropolitan State University, a member of the Minnesota State Colleges and Universities System, serves approximately 11,000 students in the greater Twin Cities Metropolitan area. We are the most diverse university in the system, with approximately 41% of our students coming from communities of color. The university offers programs leading to baccalaureate, masters and doctoral degrees. Visit our web site at http://www.metrostate.edu

Posting Date: 08/22/16
Closing Date: 09/16/16
Position Classification: Management Analyst I
Work Title: Prospect Researcher and Data Analyst
Bargaining Unit: MAPE
Employment Condition: Full-time, unlimited, non-exempt
Office: St. Paul Campus, University Advancement
Hours of Work: Monday – Friday, 8am-4:30pm

Job Responsibilities:
This position works with the University Advancement Division and Foundation to analyze and improve fundraising performance through the design, implementation and interpretation of operational reports, development of policies and procedures, and systems analysis/design. Under limited supervision, this position oversees the daily operation of the fundraising database as well as the online giving program and analytics software. Using appropriate data collection techniques, the position is responsible for collecting and manipulating data using Excel, Access queries and integrated data systems including Raiser’s Edge, the Metropolitan State University student records system, and other software as needed to construct, compile, and analyze all reports. This position is responsible for identifying and evaluating problems and providing advice on solutions. The position provides reports and donor information to advance the fundraising, marketing, internal and external relations programs of the Division and Foundation.

Minimum Position Qualifications:
The following qualifications are required of all applicants seeking consideration for this position. Only applicants whose resumes clearly demonstrate fulfillment of each of these minimum qualifications will be considered for the position:

- 2 years post-secondary or equivalent work experience.
- Knowledge of prospect research and data management.
- Knowledge of analyzing and synthesizing complex data sets and producing highly readable, informative reports for a variety of audiences, including non-technical users.
- Demonstrated experience in the creation of complex and ad hoc queries, reports, and lists.
• Working Knowledge of current fundraising techniques CRM (Raiser’s Edge preferred), including demonstrated experience in uploading/downloading and retrieving information to and from various software applications (such as Access, Excel).

**Preferred Qualifications:**

• Bachelor’s degree from an accredited institution
• Previous work experience in Raiser’s Edge software.
• Ability to develop and implement predictive models for identifying new prospects for the university’s fundraising efforts.
• Strong analytical and data interpretation skills; detail-oriented, creative, inquisitive, persistent and self-motivated in applying research and analytical abilities in meaningful ways to support the university’s fundraising goals.
• Excellent customer service and interpersonal/human relations skills including the ability to establish effective and productive working relationships amongst a diverse constituent population in a professional, tactful manner at all times
• Excellent English language skills, both oral and written.
• Demonstrated commitment to assuming increased responsibility, to multi-task, and to prioritize with limited direction.

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Visit our web site at [http://www.metrostate.edu](http://www.metrostate.edu)

For campus safety information and crime statistics visit: [http://www.metrostate.edu/msweb/resources/depts_services/security/campus_security.html](http://www.metrostate.edu/msweb/resources/depts_services/security/campus_security.html)

**The School/Academic Department:**
The University Advancement Division provides development services and support to Metropolitan State University. The division oversees alumni relations, resource development, a grants program and plans and executes multi-dimensional fundraising campaigns with corporate, foundation, alumni and individual donor constituencies. The division also houses the Metropolitan State University Foundation, a separate 501(c)3 corporation guided by a volunteer Board of Trustees.

**Salary Range:** $17.76 - $25.69 hourly, $37,083 - $53,641 annually (Based on experience & qualifications)

**Application Procedure:**
Applications will only be accepted through the State of Minnesota Employment site at [http://mn.gov/mmb/careers/](http://mn.gov/mmb/careers/). Applicants may upload a unique and tailored resume and have the system automatically fill in portions of their application. This system also allows you to apply without a resume and complete an application by filling in each section. A progress bar will show what steps remain in the application process. You may also need to respond to screening questions about your qualifications. Applicants may save at any time and return later to complete their application.

**Notice:** In accordance with the MnSCU Vehicle Fleet Safety Program, employees driving on university business who use a rental or state vehicle shall be required to conform to MnSCU’s vehicle use criteria and consent to a motor vehicle records check.

For TTY, call Minnesota Telecommunications Relay Service (TRS) at 7-1-1 or 1-800-627-3529.

Metropolitan State University is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

The University provides reasonable accommodations to qualified individuals with disabilities upon request.