

THE UNIVERSITY OF TEXAS AT DALLAS  
OFFICE OF DEVELOPMENT

The Office of Development is looking for a Development Research Associate. This position under the leadership of the Director of Prospect Research will assist in researching and qualifying potential donors by producing comprehensive reports on individuals, corporations and foundations. They must be able to conduct independent research to identify new prospective donors and must be able to contribute information to and assist in maintain confidential donor base.

The candidate must have a combination of one to three years of experience in prospect research. Also, at least three years of experience using online information resources. Must demonstrate proficiency in data collection, verification and analysis. The candidate must be able to demonstrate ability to prioritize among a variety of tasks and simultaneously monitor and maintain multiple projects. Knowledge of all Microsoft Office applications are essential. Excellent verbal, written, analytical and interpersonal communication skills are a must. Must be able to meet deadlines and work as part of a team dedicated to responsive service. A bachelor's degree is required.

Salary will commensurate with experience and abilities.

Please submit your letter of application and resume along with the **on-line application at [www.utdallasjobs.com](http://www.utdallasjobs.com)** (indication of sex and ethnicity for Affirmative Action statistical purposes is required).

The University of Texas at Dallas is an Equal Opportunity Employer.