PROSPECT RESEARCH COORDINATOR

JOB SUMMARY
The Prospect Research Coordinator reports directly to the Advancement Services Manager and is an integral member of the school's advancement team with responsibility for identifying, researching, and analyzing prospects for major gift discovery, cultivation, and solicitation. The Prospect Research Coordinator will be responsible for identifying, collaborating, and presenting prospects to the Vice President of Institutional Advancement, Major Gifts Officer, Senior Management and others as necessary for further cultivation. The Coordinator reports to and assists the Advancement Services Manager in tracking the moves management system; works closely with the Vice President of Institutional Advancement, Major Gifts Officer, Directors of Annual Fund and Parent Relations and Alumni Relations, to assure timely prospect follow up and data capture.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Primary responsibilities include prospect identification, research, preparation of data analysis and reporting. The Prospect Research Coordinator will identify and rank new prospects using a broad range of internal and external data sources, prepare documentation, provide detailed briefings, and write and develop detailed profiles. In addition, the Prospect Research Coordinator will maintain an ongoing list of possible prospects for Mid-Pacific Institute and monitor prospect moves and goals.

Primary Duties:

- Identifies and profiles individual, corporate, and foundation donors, and researches prospects for major gifts, endowed gifts, special project funding, and annual/ sustaining support.

- Provides written reports about specific donors and prospects, containing an analysis of information gathered from public sources. Analyzes data to recommend prospects for the Vice President of Institutional Advancement, Major Gifts Officer, Advancement Services Manager, and Directors of Annual Fund and Parent Relations, and Alumni Relations to solicit.

- Actively seek out the most effective research resources and systems from internal and external sources, while managing in-house information sources, reference materials, online services, news subscriptions, and prospect research files.

- Construct and distribute in-depth profiles, confidential briefing documents, and other research materials using multiple screening strategies, fundraising software, and methodologies.

- Schedule and participate in prospect review meetings and prospect strategy discussions. Conduct special research projects or analyses in support of fundraisers. Make specific
recommendations for Mid-Pacific fundraising events and senior leadership level solicitations.

- Employ innovative prospecting methodologies, including in-house data mining using sophisticated constituent database queries and statistical analysis.

- Partner with the Vice President for Institutional Advancement, Major Gifts Officer, and Advancement Services Manager to identify products and build processes in Raiser’s Edge for implementing a comprehensive predictive modeling and donor analytics program that identifies the likeliest sources of future major donor support.

**Database Duties:**

- Updates the information identified into the department’s Alumni/Donor Database, Raiser’s Edge. Handles data entry of information reported from Vice President of Institutional Advancement, Major Gifts Officer, Advancement Services Manager, and Directors or internet resources into the database.

- Run ad hoc queries to create spreadsheets and reports extracting data from Raisers Edge.

- Enter new and process updates to demographic records for both person and organization records.

- Compile information, analyze and prepare reports from Raiser’s Edge and WealthEngine-related information and statistics for fund raising prospect research and tracking, including fund and appeal analysis for various audiences including *senior administrative volunteer leadership*. Provide donor lists for Annual Report.

- Generate mailing lists using specified criteria for Alumni, Development, and Admissions Directors.

- Work closely with Advancement Services Manager, Directors, and Donor Relations to ensure effective and streamlined processes across functions linking database analytics, finance and gift administration, and relationship management.

- Partner with Vice President of Institutional Advancement, Major Gifts Officer, and Advancement Services Manager to build the capacity of Raiser’s Edge to support the entire Development process of discovery, cultivation, solicitation and stewardship, with the ability to generate up-to-date reports, projections and summaries of activities for all development officers.

**EDUCATION and/or EXPERIENCE**

- Baccalaureate or higher degree
- Minimum three years of prospect research, business analysis, or library science experience preferred. Related experience will be considered. High level of record keeping and data management experience.
Experience assisting development officers with prospect management preferred.
Expertise in Excel and experience utilizing and working in databases (preferably Raiser’s Edge)
Ability to apply and leverage technology to build the capacity of an entire Institutional Advancement department
Ability to work collaboratively.
Strong critical thinking skills.
Excellent analytical, inquisitive, and communication skills, including strong written and verbal skills.
Ability to appropriately handle confidential and sensitive information with the highest professional and ethical standards.
Strong affinity with and commitment to the mission of Mid-Pacific Institute. Must have knowledge of governmental and non-profit accounting procedures and applicable tax laws, the fund-raising process, and the concept of donor relations.
Must have a strong customer service orientation.
Must have demonstrated knowledge of sophisticated database program processing and administrative techniques.

**PRIMARY DUTIES/ESSENTIAL FUNCTIONS**
- Participate in some fundraising events as assigned.
- Performs other duties as assigned by the Vice President of Institutional Advancement.

**SKILLS**
- Strong written and verbal communication skills.
- Ability to manage details and follow through.
- Must be highly collaborative.
- Must be an effective team member and team builder.
- Must have a strong customer service orientation.

**TECHNOLOGIES**

**PHYSICAL DEMANDS**
Our campus consists of multiple buildings on 44 hilly acres that requires frequent walking including uphill and stairs. The individual is required to talk and hear, often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required include close vision.

**MENTAL DEMANDS**
On a daily basis employee must frequently problem solve, make decisions, supervise, interpret data, organize, write, plan, and clearly communicate.

**EQUIPMENT USE**
Telephone and Copier – occasionally, Computer – frequently
**WORKING CONDITIONS**

**WORK ENVIRONMENT**
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.