



Job Title	Director, Prospect Research	Job Code	AV0714
Pay Plan	A&P	Pay Grade	21
Union	Non-Union	FLSA Status	Exempt
Job Family	Advancement	Union Code	0
		Subfamily	Prospect Management

Job Family & Subfamily Summary

Advancement Professionals lead, coordinate or support activities related to fundraising and public relations targeting current and potential donors and the alumni community.
Prospect Management Professionals identify new donor prospects through research providing biographical data with a focus on prospect identification and research, relationship management and data analytics.

Job Summary

Leads the prospect research team in the ongoing analysis and reporting of the prospect pipeline to optimize the identification of new philanthropic opportunities. Creates and implements strategic outreach plans and coordinates team efforts. Analyzes donor pipeline and develops insights to improve strategies.

Representative Duties

1.
 - Develops a department strategic plan through long- and short-term goal setting
 - Supervises staff and oversees day-to-day departmental operations
 - Monitors and reports staff productivity and departmental return on investment
 - Performs periodic performance assessments with staff, including annual reviews, and professional development
 - Advises staff on best practices, processes, and ethics in researching a variety of prospect-related information
 - Develops, documents, and manages the implementation of policies, procedures, and resources, including prospect identification, prospect research, and prospect management activities
2.
 - Directs database screening and prospect rating initiatives to identify and prioritize prospective donors through capacity, affinity, and inclination
 - Conducts vendor research and comparison analyses
 - Manages validation, reporting, and prospect distribution processes with team
 - Plans and develops reports and descriptive analyses to provide insights into the prospective donor pipeline to assist leadership with strategy development

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
6+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.