



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

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

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

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**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.**