



<b>Job Title</b>	Prospect Research Manager	<b>Job Code</b>	AV0713
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	17
<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**

Responsible for the effective management, measurement, and analysis of the movement of prospects through the fundraising cycle. Works closely with advancement staff to provide strategic insights into prospect and portfolio management in order to build and maintain constituent relationships,

**Representative Duties**

1.
  - Works with Advancement staff to assess prospect management policies and procedures
  - Responds to a broad spectrum of high priority and ad hoc requests
  - Assists in managing the prospect research request queue in the donor database
  - Creates narrative reports, profiles, prospect alerts, charts, graphs and other data visualizations
  - Collaborates with IT staff to develop and maintain prospect development reporting strategies through the donor database and other electronic platforms
  - Assists in goal-setting and long-term strategic planning for the acquisition, evaluation, qualification, and implementation of prospect screenings

<b>Education, Experience, Skill Requirements</b>		
	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	Bachelor's	
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
4+ 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.**