JOB DESCRIPTION

Job Title: Associate Director of Prospect Management & Research
Department: Development
Supervisor: Chief Executive Officer
Location: New York, NY & remote
FLSA Classification: Exempt
Status: Full-time

Position Overview:
The Associate Director of Prospect Management & Research is primarily responsible for administering all aspects of prospect management and research. This includes, but is not limited to, providing information and analysis in support of donor and prospect identification and qualification, development and maintenance of systems/processes that facilitate and drive moves management, and creating prospect development strategies.

Essential Responsibilities:
• Drive the donor identification and qualification process by providing comprehensive screening and research on individuals, family foundations, and institutional giving prospects.
• Use a variety of resources (i.e., iWave, Raisers Edge, relationship mapping, Foundation Directory Online, etc.) to assess potential donors’ capacity and propensity to donate, as well as to identify upgrade potential and opportunities for current donors.
• Provide research-based analysis to inform cultivation and solicitation strategies, pipeline development, and effective moves management.
• Proactively identify new major gifts and planned giving prospects through data mining, push technology, and qualitative and quantitative research techniques.
• Oversee strategies for rating prospective donors, including analyzing hard and soft financial data.
• Help determine what metrics could better assist in portfolio management and how best to plan, record, and report on cultivation efforts in Raiser’s Edge.
• Support the corporate and foundation fundraising efforts by promoting partnership opportunities and matching prospects to program initiative.
• Develop templates for assessments, snapshots, and in-depth profiles, and other reporting mechanisms to serve a variety of purposes.
• Produce comprehensive, in-depth and high-quality written briefings and reports that provide the biographical, background and financial information needed by gift officers, CEO, and other senior leaders to successfully cultivate, solicit, and steward gifts.
• Use the Raisers Edge CRM to ensure that newly identified opportunities are presented and assigned to appropriate frontline staff and/or volunteers in a timely manner.
• Track moves management and giving outcomes stemming from identification and research activities.
• Implement standardized procedures for fielding prospect research requests and disseminating research.
• Ensure that all research-related procedures are correctly implemented and regularly reviewed.
• Make recommendations for appropriate research sources, vendors, and professional development programs and manage relationships as needed.
• Assist with gathering and defining data needed for data models and data audits.
• Other duties as assigned.
Supervisory Responsibilities:
This position may have supervisory responsibilities.

Education & Experience:
• BA/BS degree plus minimum 5 years of related work or transferable experience in Prospect Research
• Strong analytical skills and strategic thinking with high attention to detail.
• Proven track record of developing proactive prospecting methodologies.
• Demonstrated ability to perform comprehensive, in-depth research using a wide variety of sources
• Must have experience with CRM. Experience with Raisers Edge/NXT a plus.
• Comfortable with cross-departmental collaboration and strong interpersonal communication skills.
• One year's experience or more with iWave or similar prospecting software
• Experience working in a fundraising environment with an understanding and knowledge of the fields of prospect research, prospect management, and development.
• Advanced skills in Microsoft Office Suite, specifically Excel.

Skills Required:
• Ability and confidence in interpreting and synthesizing complex data and analytics to make evidence-based judgments.
• Well-developed writing, research, and proofreading/editing skills. Strong attention to detail.
• Self-motivated with an ability to work well independently, while managing multiple projects and meeting deadlines.
• Ability to be supportive and service oriented to internal customers.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. American Friends of Magen David Adom’s management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.