

**Full-Time Prospect Manager
Carnegie Museums of Pittsburgh**

Carnegie Museums of Pittsburgh's Development Department seeks a Prospect Manager. Responsibilities include overseeing our prospect management system as well as preparing wealth assessments and in-depth research reports on prospects. This position develops detailed research profiles, prospect lists, briefings and gift history for fundraising staff and volunteers. Uses in-house and external resources to proactively identify new major gift prospects. The ideal candidate will possess a strong knowledge of research techniques, methodology, and online and print resources. Requires an understanding of wealth indicators and market trends and the ability to interpret financial data. Ability to multi-task and prioritize effectively, while maintaining attention to detail is essential. Proficiency in Microsoft Office and experience with Raisers Edge desired. Bachelor's Degree required. For more information and to apply, visit www.carnegiemuseums.org/hr. EOE