



Honored by Experts. Honored to Serve.

Phoenix, AZ 85027

The **Prospect Coordinator** is responsible for identifying and profiling individual, corporate, and foundation donors, and researches prospects for major gifts, endowed gifts, special project funding, and annual/sustaining support. This position will provide written reports about specific donors and prospects, containing an analysis of information gathered from public sources.

PRIMARY ACCOUNTABILITIES

Proactively and independently plans and executes strategies to identify sources of major donors and grantors using creative research techniques and electronic searching methodologies to ensure that Network-wide fundraising initiatives have sufficient prospects to meet fundraising goals.

Provide high-level research and analysis on individuals, corporations, and foundations using a wide variety of biographical, organizational and financial sources, including state-of-the-art online database services, Internet websites, library and government sources and other external repositories of public information.

Compose documents (profiles, biographies, project summaries) using style, grammar and content appropriate to specific audiences.

Develops and executes strategies to ensure that newly identified prospects are presented and assigned to appropriate Foundation fundraisers in a timely manner.

Support the Foundation fundraising team.

Maintain and develop professional relationships with local prospect researchers, as well as national and local associations.

POSITION QUALIFICATIONS

Bachelor's Degree in humanics, nonprofit or business management, social sciences, or other related field
3 years in a fundraising or related field with 2 of those years consisting of individual and/or grant development research, particularly with prospecting

Microsoft Office, experience with research tools and mechanisms, such as LexisNexis

APPLICATION INSTRUCTIONS

Please visit the following URL to apply online:

https://www.healthcaresource.com/jcl/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=579007