

## John Carroll University

### Director of Prospect Management and Research

The Director of Prospect Management and Research manages and helps drive forward the prospect/donor process for the major and planned gifts program including planning, implementing and directing a comprehensive program to address activities associated with moving prospects along the giving continuum. Reporting to the Executive Director of Development, the Director is responsible for creating and implementing prospect management and research procedures, setting priorities, maintaining the research budget, overseeing proactive research and prospect management, and overseeing the prospect management data entry system. The Director analyzes, evaluates and disseminates information that is critical to securing major gifts.

The Director of Prospect Management and Research will provide crucial assistance to the Vice President for University Advancement, the Executive Director of Development, the Prospect Researcher, the Campaign Director, and Development Officers by establishing and enforcing a "moves management" system, based upon comprehensive research that drives mutually-agreed upon cultivation and solicitation strategies for campaign donors and prospects. The Director plays a critical role in managing and analyzing prospect portfolios by participating in strategy sessions and screening initiatives.

#### Qualifications

This position requires a Bachelor's degree and a minimum of five years experience in development and prospect management preferably in higher education. The position requires an experienced professional with demonstrated philanthropic values and a commitment to service, superior written and oral communication skills, attention to detail, strong research and problem solving skills, outstanding organizational skills, ability to manage multiple tasks simultaneously, ability to interpret, analyze and summarize complex biographical, business and financial data, ability to handle deadlines and changing priorities with good judgment, computer proficiency, a strong work ethic, enthusiasm, confidence, and a sense of humor.

Preference given to candidates with direct past experience as a development researcher who has effectively crafted approach strategies and used a major gift prospect management system. User-knowledge of on-line information resources and donor and constituent management database systems like Banner, Lexis-Nexis, Marts & Lundy, and Wealth Engine is required. The ability to work effectively with systems administrators or programmers and strong desk-top computer skills and knowledge of MS Office suite is required. Supervise prospect research staff(s).

The Director of Prospect Management and Research is a full-time position.

Salary commensurate with experience.

For more information, please visit:

<http://apptrkr.com/155658>

JCU is an Affirmative Action, Equal Opportunity employer. The University is committed to diversity in the workplace and strongly encourages applications from women and minorities.