

July 21, 2010

Manager of Prospect Research

To leverage strong momentum and build for the future, **Mount Mary College** is seeking talented professionals to join its External Relations team. Individuals with an interest in mission-driven higher education and the challenges of fast-paced campaign work are encouraged to apply for the following newly created position of **Manager of Prospect Research**.

This is a full time position.

RESPONSIBILITIES:

Analyzing and building constituent data as well as new leads data, the Manager of Prospect Research supports fundraising and External Relations work by identifying and reporting on new prospects. Through primary and secondary research, this individual provides accurate, timely, and comprehensive analysis of prospective as well as current donors. The Manager is accountable for multiple research deliverables, including research profiles, prospecting and data analysis on past as well as projected fundraising, and custom research directed to planned projects and initiatives for use by the College's senior leadership as well as by Major Gift Officers. Expectations include knowledge of primary and secondary research sources, including electronic news filters, wealth reports, and a variety of databases.

The Manager of Prospect Research will draw on strong analytic skills, intellectual curiosity, and a passion for research to provide the framework for cultivation and solicitation of donors to Mount Mary College. Working closely with other areas of External Relations, the Manager of Prospect Research supports outreach and fundraising at Mount Mary College with an emphasis on prospecting for priority initiatives as part of a comprehensive campaign and expanding a diversified philanthropic base for sustained resources on an annual basis.

As a key member of the Development team and the External Relations division, the Manager of Prospect Research will advise on and implement the creation and ongoing renewal of up-to-date, robust prospect and donor tracking infrastructure (database of constituent records, profile and strategy templates, list generation, etc.) designed to advance new leads, cultivation, solicitation, tracking, and stewardship for major gifts.

DESCRIPTION OF DUTIES:

Works with Major Gift Officers to identify and rate prospects by giving capacity and affinity. Coordinates assignment of prospects into portfolios.

Establishes protocol and format for generating prospects / donor profiles and for relationship management and tracking as well as report-outs on prospect / donor contacts by Development teammates. Coordinates the input of major donor and prospect data, gift data, call reports, etc.

Converts wealth assessment information into intelligence with direct usefulness for frontline fundraisers, prospect strategies, and solicitation plans.

Prepares profiles and prospecting reports on a proactive basis to support field work and visits / calls by Development team as well as by senior leadership of College, utilizing full spectrum of research tools such as public documents, legal records, proprietary information, periodicals, digital databases, professional organizations, online resources, and networking options such as LinkedIn and APRA. Develops new research strategies and techniques as new software and information resources become available.

Prepares confidential custom-tailored reports of major donor and prospect research data and secures confidential campaign financial data. Produces monthly status reports for the President, Vice President for External Relations, and the Senior Director of Development.

Coordinates research and preparation of event-briefing documents for External Relations events.

Responds quickly to research requests from all areas of External Relations. Participates in department planning.

Essential Qualifications:

- Strict adherence to ethical standards and protection of donors' rights
- Ability to maintain confidentiality
- Understands and affirms the mission of Mount Mary College and the School Sisters of Notre Dame
- Excellent attention to detail and accuracy
- Ability to plan, coordinate, and implement projects, and the ability to work on several projects simultaneously
- Ability to conceptualize and develop strategies for proactive prospect identification
- Strong analytical skills and high proficiency in relational databases and range of software applications
- Proficiency in recognizing wealth indicators (locating relevant information from text, electronic, and human resources) and translating wealth indicators into prospect ratings
- Mastery of search techniques on a variety of databases and search engines
- Ability to present prospect research results in written and oral form
- Ability to implement and manage prospect research alerts
- Understanding of campaign cycles and the role of information at each stage of the fundraising campaign
- Ability to identify and evaluate prospect research resources for effectiveness
- Preference for advanced degree in management, higher education, library science, philanthropy, or related field
- Prior experience in college advancement
- Experience in a fundraising campaign environment, especially in the area of major gift prospect management

Mount Mary College practices equal opportunity employment as part of our ongoing commitment to diversity in our workplace. For confidential consideration please send cover letter, resume, and names of three professional references to:

Mount Mary College

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