



JOB POSTING

Manager, Campaign Prospect Research & Tracking Philanthropic Funding Department

Position Overview

As part of the Campaign and Philanthropic Funding teams, plan, implement and direct a comprehensive research and tracking program to address activities associated with moving prospects and donors along the giving continuum (Moves Management).

Major functions of this position include:

PROSPECT RESEARCH: INDIVIDUALS, CORPORATIONS & FOUNDATIONS

- Proactively expand the pool of potential major gift prospects.
- Assess & anticipate needs for information, monitoring & reporting.
- Respond to research requests from the Philanthropic Funding team and those coming through Philanthropic Funding from the office of the President or the Campaign Committee.
- Create in-depth biographical and financial profiles on major gift prospects including historical giving behavior, relationships, and affiliations.
- Analyze database to identify major gift prospects and inform prospect management assignments.
- Screen prospects through public and private data sources for biographical information, hard-asset data and philanthropic activity to enable gift officers to approach their prospects with confidence.
- Assure the integrity and timeliness of information.
- Analyze and optimize gift officers' portfolios.
- Utilize *DonorScape* (or other wealth screening mechanism) for both Campaign & annual fund prospects.
- Conduct and/or oversee special strategic research projects e.g., data mining, electronic screening, by applying an understanding for the complexities of both individual and institutional prospects and donors.

MANAGE CAMPAIGN DONOR & PROSPECT SYSTEMS

- Institute an information management system to record and monitor moves management activities, including Executive, Board, and Campaign volunteer assignments & activities for ongoing and campaign-related initiatives.

- Track progress with Campaign Committee assignments and assist in motivating committee members and gift officers by providing timely and systematic communication as to their next moves along the discovery/cultivation/solicitation/stewardship continuum.
- Take a lead role in and outside of Campaign Committee meetings, identifying prospects, soliciting information and jointly creating cultivation, solicitation and donor relations strategies.
- Maintain donor database integrity, and act as the Philanthropic Funding liaison to the Systems Department.
- Participate in preparation for Campaign Steering Committee and other meetings and attend as needed.

PLANNING & REPORTING

- Monitor, analyze and report on progress of campaign activity.
- Work with Philanthropic Funding Staff to set priorities consistent with the station's goals, including those of the campaign.
- Work with gift officers and Campaign Counsel to formulate relationship strategies in both one-on-one meetings and prospect strategy sessions with the Campaign Committee
- Using predictive modeling and wealth screening, determine the right prospects to go to for the right gift amount.
- Work with the Vice President to develop and implement policies and procedures for research & moves management to ensure prospects are being developed to become donors.
- Establish benchmarking to evaluate effectiveness of research.

RELATIONSHIP MANAGEMENT

- Develop and cultivate relationships with Philanthropic Funding staff to encourage feedback on types of programs and services desired. Plan and implement programs designed to meet the needs of these staff.
- Maintain relationships with other departments to become fully informed of *tpt's* needs and aspirations, with an eye to matching opportunities with donors.

STEWARDSHIP

- In cooperation with gift officers, implement stewardship plan for individuals, foundations and corporate sponsors to include events, special mailings, publication recognition and stewardship gifts.
- Identify needs and initiate activities to support executives, board and volunteers.

MANAGEMENT

- Develop knowledge of programs and develop external resources to monitor and track industry specific changes that are relevant to our mission.
- Plan, prepare and recommend annual budgets for research that will enhance research capabilities, such as online biographical/financial databases or newspaper subscriptions.
- Serve as research resource for the Board of Trustees' Nominating Committee activity

DATABASE MANAGEMENT & INFORMATION SYSTEMS

- Serve as liaison with top systems personnel to develop and enhance Philanthropic Funding's operations related to technology.
- Coordinate new staff orientation on the constituent database, as well as facilitate continuing education opportunities for the system, Microsoft Office, and other technical applications.

Desired Skills and Abilities

The desired qualities and attributes that this new manager will possess to achieve maximum results are:

- B.A. degree in liberal arts and/or communications, business or marketing.
- 3+ years of donor prospect experience (individual, corporations, foundations and campaign). Hands-on experience in campaign execution.
- 3+ years of results-oriented staff management leadership experience.
- Up-to-date knowledge of campaign, development and fund-raising, particularly current and emerging trends, technologies, and research and tracking.
- A strategist in research and fund-raising/development; equally skilled at analyzing and implementing new programs.
- Ability to manage detailed multiple projects simultaneously, learn and execute new areas quickly, take ownership of major areas of responsibility, and support the campaign with expert prospect research and execution.
- Ability to build and maintain relationships with key internal clients, board members, consultants, donors and other key external constituents.
- Demonstrated experience working collaboratively with others to generate ideas/prospects, execute prospect research strategies and drive results to achieve department/campaign goals.

How to apply:

Please apply online at the **tpt** Career Center site at <http://www.tpt.org/jobs>. Please note that this system will only accept Microsoft Word documents.

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