

JOB DESCRIPTION

JOB TITLE	PROSPECT RESEARCH ANALYST	LEVEL:	PROFESSIONAL
DEPARTMENT	PHILANTHROPY	SCALE:	MIN: \$67,000.00 MID: \$80,400.00 MAX: \$96,480.00
REPORTS TO	SENIOR DIRECTOR, PROSPECT RESEARCH AND DONOR STRATEGY	JOB CODE/EE TYPE	A2487/PL1
SUPERVISES	N/A	JOB FAMILY	COMM
		FLSA:	EXEMPT

POSITION SUMMARY

The Prospect Research Analyst supports the strategic arm of Scripps Research's fundraising operation and is a collaborative partner with many in the department. The position will be highly involved with Prospect Research and Moves Management as well as utilizing the CRM database, Raiser's Edge. The position also requires advanced experience in sophisticated data analysis methods and techniques.

JOB POSTING SUMMARY

We have an exciting opportunity for a Prospect Research Analyst supporting the Department of Philanthropy at Scripps Research in La Jolla, California, home some of the world's most renowned scientists. This is a great opportunity for someone who is knowledgeable with full life cycle fundraising process.

RESPONSIBILITIES AND DUTIES

- Collaborates with various fundraisers to ensure their prospects are moving through a series of milestones as they transition to engaged donors.
- Strengthens strategies of annual, planned, and major giving prospects or donors.
- Develops, maintains, updates, and enforces a "moves management" system that drives mutually-agreed upon cultivation and solicitation strategies for donors and prospects.
- Facilitates the day-to-day functionality of the "moves management" system.
- Ensures the tracking of follow-up activities to move prospects through the development stages.
- Monitors the activities, call reports and input of all with assigned givers/prospects.
- Helps maintain an ongoing process for the identification and allocation of portfolio assignments.
- Ensures that measurable outcomes are set and managed for moves on a weekly basis.
- Helps coordinate and support those involved in a high-priority cultivation action or solicitation.
- Actively and independently seeks opportunities to learn more about prospect priorities and anticipate upcoming requests or opportunities.
- Conducts research using a broad range of internal and external data sources to help build a pipeline of prospective individual and institutional donors with the propensity and capacity to make major gifts or grants.
- Develops briefings and profiles based on research and previous interactions to inform strategy and to prepare team members and leadership for prospect visits, calls, and events.
- Provides timely updates and news on individual and institutional prospects drawing on traditional media, social media, and other data sources.
- Tracks and reports on fundraiser activity and prospect pools for maximum optimization of portfolios and opportunities.
- Ranks and rates top prospects with tools to update and expand our network.
- Common tasks include building and maintaining reports, dashboards, queries, exports, imports, and lists as well as responding to data requests.

- Plans, develops, and implements innovative ways to ensure processes are streamlined and efficient as the database grows.
- Monitors and maintains integrity of data including personal data, prospect research, and moves management updates.
- Ensures that all prospect research or fundraiser activity and constituent profile updates are tracked in the database in a timely and accurate manner.
- Helps create and maintain prospect management policies, procedures, and training resources.

POSITION REQUIREMENTS

- A minimum of 5 years' experience in a fundraising or business development environment; or a combination of education and/or experience from which comparable knowledge, skills, and abilities can be demonstrated.
- Experience working with a CRM database. Knowledge of Raiser's Edge, Raiser's Edge NXT or a similar Blackbaud product is a plus.
- Experience working with online prospect research tools such as ResearchPoint, WealthEngine, iWave, Foundation Directory, RelSci, or PitchBook.
- An understanding of philanthropy and demonstrated experience with best fundraising and moves management practices.
- Outstanding ability to prioritize and manage a high volume of requests and projects with competing deadlines while maintaining a keen attention to detail and accuracy.
- High level of professionalism, respect for confidentiality, and a positive, can-do attitude.
- Excellent organizational, analytical, and communication skills.
- Strong understanding of the importance of using data-driven fundraising strategies.
- High level computer skills and advanced knowledge of Microsoft Office Suite.
- Ability to work some evening and/or weekend hours for events.

PHYSICAL REQUIREMENTS

May include: Stationary position for an extended period of time, traverse campus/facility as needed, operate machinery such as computer, phone, copy machine; exposure to cold or hot temperatures.

The above statements describe the level of work performed and expected in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified, and the content herein is subject to change due to the business needs of TSRI, with or without notice. Furthermore, nothing in this job description shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of TSRI staff.