Prospect Research Manager

About St. Francis College

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City’s low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College’s student body is 28% Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at https://www.sfc.edu/.

About this Position

Reporting to St. Francis College’s (the “College”) Director of Advancement Operations, the Prospect Research Manager is responsible for planning and implementing the College’s fundraising donor/prospect research efforts with particular emphasis on support for major gift development and solicitation, as well as fundraising campaign initiatives. This position also supports the Office of Advancement’s annual goals and fundraising efforts by conducting research and analyzing data, utilizing publicly available information sources, as well as data provided through internal and external sources. Prepares comprehensive written biographical and financial profiles and briefings on individual and institutional donors/prospects.

Duties and Responsibilities:

- Identifies, evaluates and recommends current and potential major gift prospects.
- Conducts research and analysis biographical, philanthropic, professional and financial information.
- Proactively manages alerts and other proactive research tools to keep fundraisers up to date on major and principal gifts prospects, including, but not limited to, changes to wealth, employment, philanthropy, and other news.
- Develops and implements policies and standards for donor/prospect research projects with the primary focus on major and principal gifts.
- Works closely with Advancement leadership to maximize effectiveness of fundraiser portfolios.
- Leads portfolio review meetings and assists advancement/development officers in developing targeted strategies toward solicitation.
- Manages the assignment (and reassignment, including prospect clearance) of prospects and partners with the Assistant VP of Advancement to ensure that fundraising activity is coordinated and prospects are moved successfully through the fundraising cycle.
- Provides quantitative and qualitative analysis of pipeline activity and movement to drive strategic planning across Advancement, including modeling and donor journey analytics.
• Collaborates with Advancement’s data services and strategy and operations areas to make recommendations for database modifications needed to support effective reporting and analysis.
• Identifies associates and acquaintances through relationship mapping with information acquired from Advancement staff, College leadership, and external sources.
• Prepares written profiles, event biographies, reports, and lists to support the cultivation, solicitation, and stewardship of major gift donors and prospective donors.
• Prepares reports tailored to the needs of the fundraisers.
• Identifies and qualifies new donor prospects.
• Analyzes and prepares in-depth reports on high-level donors and prospects.
• Ensures all data updates are sent to the Advancement Operations Coordinator for processing in a timely and thorough manner.
• Handles extremely sensitive information with confidentiality and tact.
• Provides an ongoing assessment of research methods, goals, and strategies.
• Performs all other duties as assigned.

Qualifications:

• Bachelor’s degree.
• A minimum of 3-years of progressive experience in a related field.
• Prior experience in supporting fundraising, alumni and/or donor engagement is preferred.
• Excellent organizational, interpersonal, collaboration, relationship-building, negotiation, and oral and written communication skills.
• Experience with Customer Relationship Management (CRM) technology; Raiser’s Edge preferred.
• Ability to work effectively in a fast-paced, highly collaborative, team-oriented environment and relate effectively with customers and colleagues at all levels.
• Ability to anticipate consequences of actions, potential problems, and opportunities for change.
• Proactive approach to the work.
• Ability to work independently, prioritize workload, deliver high quality results, and meet deadlines while managing multiple competing demands.
• Meticulous attention to detail.
• Strong commitment to providing excellent customer service
• Communication skills and cross-cultural abilities to maximize effectiveness with diverse groups of students, colleagues and community members.
• Commitment to diversity, equity, and inclusion in the workplace, and efforts to embed it into the St. Francis College culture.
• Ability to interact collaboratively and professionally with diverse groups and constituencies throughout the College.
• Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
• Strong commitment to the College’s mission and to its students, faculty and staff.

Interested applicants can apply here.

St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual
orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.