POSITION DESCRIPTION

TITLE: **Development Research Coordinator – (Exempt)**

Collective Bargaining - Ineligible - Managerial
Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

The Development Research Coordinator reports to the Assistant Vice President of Development and is an integral member of Institutional Advancement's Development team who applies creative research techniques to provide high-level description and analysis on individuals, corporations and foundations using a wide variety of biographical, organizational, anecdotal and financial sources. The position draws upon multiple resources to assess financial capacity, philanthropic tendencies, giving propensity, and connections with the College with the goal of generating new donations and fostering strategically important relationships to the College.

The Coordinator is responsible for Raiser's Edge database functionality as it relates to prospect and donor management. The position has responsibility for implementing strategies to grow a dynamic prospect pipeline. The position will prepare research and reports for prospect and donor strategy sessions with the Development team and will also be responsible for analysis and interpretation of portfolio performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.

- Responsible for Raiser's Edge database as it relates to prospect and donor management. Works closely with database specialists to maintain data integrity and constituent coding.

- Oversees wealth screening activities and follows best practices for managing wealth data.

- Analyzes patterns of giving and characteristics of the current prospect and donor pool including demographic data; employment information; levels of engagement; giving history; etc.

- Conducts in-depth prospect research on individual, corporation, foundation prospects and donors as well as candidates for board appointments and committees, nominees for College awards and the like.

- Conducts proactive research of all donor relationships/networks to identify new prospects and grow the major giving pipeline.

- Prepares high quality profiles and briefings on prospects and donors for Development staff and executive leadership to provide a clear context of subjects' biographical information, the nature of the relationship to the College, financial capacity and philanthropic interests.

- Disseminates resources to keep Development staff and executive leadership apprised of news and trends in higher education and fundraising as well as news specific to prospects and donors.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree required.

- Experience: Minimum of three (3) years of experience in prospect research, development, library research or related field.

- Ability to handle sensitive and confidential information appropriately and with discretion. Understands and maintains a commitment to professional ethics.

- Ability to analyze and synthesize data from a wide variety of sources, and present the resulting information in clear, concise summaries.

- Ability to work effectively as part of a team in a fast-paced work environment.

- Exhibits strong computer, organizational/time management and communications skills and is detail-oriented.

- Proven experience in Internet-based research and CRM databases. Experience with Raiser's Edge preferred.

- Knowledge of resources available for prospect and donor research preferred.

- Understanding of the fundraising cycle and portfolio and moves management preferred.

- Understanding of local, regional and national philanthropic and business communities preferred.

- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of the position, may be considered.