

Office of External Affairs and Development  
Associate Director of Prospect Management

The Associate Director of Prospect Management (ADPM), reports to the Director of Development Operations, and is responsible for defining, implementing and managing the process for assigning and tracking donors and donor prospects to ensure maximum function of the Institution's portfolio.

The ADPM plays a critical role in managing and analyzing prospect portfolios by participating in strategy sessions and screening initiatives and working closely with the Director of Institutional Advancement, the Director of Prospect Research and development officers in identifying, analyzing and pipelining donors/prospects for major gifts.

Responsibilities:

- Design and develop the tools necessary to maintain an informative prospect management system that relates directly to goals and targets. Recommend, develop and maintain reports that can be used by management and the individual officers working in the field to track the progress of prospect qualification.
- Analyze new and existing donors and prospects for major gift cultivation and solicitation to convert data into comprehensive assessments of our donors and make informed recommendations about the fundraising process. This ranges from suggestions for individual solicitation strategy to contributing to discussions about rating and screening, campaign analysis, and prospect management.
- Manage the prospect pipeline and develop an annual operating plan in conjunction with the development officers to ensure timely and accurate information management of data related to all donors and prospects.
- Support the Director of Institutional Advancement and the Campaign Director to ensure a steady flow of prospective donors for assignment to qualify or cultivate.
- Manage prospect assignment process and collaborate with the appropriate managers to facilitate assignment of seemingly viable prospective donors into the appropriate portfolios.
- Ensure protocols are in place, adhering to all legal privacy requirements and ethical standards upheld by regulatory bodies and professional organizations.

Qualifications:

- At least a bachelor's degree and a minimum of five years in development and prospect management experience.
- Experience in large, complex fundraising organizations, preferably for higher education or cultural institutions.
- Demonstrated understanding of major gifts fundraising and prospect management. Preference will be given to candidates with direct past experience as a field officer or development researcher effectively crafting approach strategies and using a major gift prospect management system.
- Experience with maintaining prospect information and data management systems, and creating policies, procedures and training materials.
- User-knowledge of donor/constituent management database systems and the ability to work effectively with systems administrators or programmers.
- Excellent written and verbal communication skills to present and deliver information effectively; and experience working with highly confidential information.
- Experience in data analysis, interpretation, and evaluation of information.
- Strong desk-top computer skills and knowledge of MS Office suite.