



## **JOB DESCRIPTION**

**POSITION TITLE:** Prospect Researcher

**REPORTS TO:** Director of Advancement Services

**PRIMARY FUNCTION:** Satisfy the information needs of the Advancement Division of the College by preparing profiles, verifying research data, providing proactive research, and analyzing data on individual constituents of interest to St. Olaf College. Support the information needs of the Advancement division through reporting, training and information system updates.

### **AREAS OF RESPONSIBILITY:**

1. Under the direction of the Director of Advancement Services, and in collaboration with the Sr. Prospect Researcher assist in preparing prospect research profiles for potential and identified major gift and high-level annual gift prospects for St. Olaf College.
2. Monitor contact and internal giving reports for potential new prospects for major and annual fund giving.
3. Provide data for all clear and rate requests and provide verification of screened prospected research information (i.e. giving capacities) as requested.
4. Review and monitor electronic and paper resources for research-related information about St. Olaf constituents, alumni, parents and friends of the College. Distribute and record pertinent information in the Raiser's Edge database.
5. Maintain prospect research fields of data in the Raiser's Edge database.
6. Prepare prospect reports and assist the Development Department in preparing giving and major gift tracking reports.
7. Monitor all prospect research student projects and provide any training to perform student projects.
8. Working with the trainers in Advancement Services and with the Director of Advancement Services, become proficient in the use of Raiser's Edge software and assist in providing training to staff within the Advancement Division.
9. Through professional development, keep up-to-date with effective prospect research and prospect management techniques as well as trends in the prospect research profession and the advancement/fundraising field.
10. At all times, uphold the ethical and confidentiality guidelines of the College, the Association of Professional Researchers for Advancement (APRA) and the Council for Advancement and Support of Education (CASE).
11. Become an expert database user by attending user group meetings, yearly forums, conferences and other educational opportunities to grow your own capabilities and share with the division at large.
12. Perform other related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** No supervisory responsibilities.

**CONTACTS:**

Assistant to the Vice President of Advancement, Vice President of Advancement, Director of Development, Senior Development Officers, Director and Assistant Director of the St. Olaf Fund (annual fund) and the Director of Engagement and Alumni Parent Relations.

**QUALIFICATIONS:****Essential:**

Bachelor's Degree but special consideration may be given to strong transferable skills. One to three years of Raiser's Edge experience, advanced use of Microsoft Office Suite, and 3 to 6 years of experience in a non-profit office setting.

**Desirable:**

One to three years' experience in prospect research, and experience with fundraising for Higher Education

**KNOWLEDGE, SKILLS, ABILITIES:**

- Familiarity and comfort in the use of the Raiser's Edge database especially with the prospect research functionality.
- Excellent spelling and grammar skills are essential.
- Knowledge of donor types and an understanding of fundraising processes, or cycles of engagement: identification, cultivation, solicitation and stewardship; or a desire to learn this process.
- Willingness to work within a well-established collaborative team.
- Must have excellent critical thinking skills, be detail oriented, show eagerness toward prospect research.

**PREREQUISITIES:**

Background check

**PHYSICAL DEMANDS:**

None

**WORKING ENVIRONMENT:**

Typical office setting

**WORK SCHEDULE:**

FTE: 1.0  
Term: Full Year  
Shift: Campus office hours

**APPROVAL:**

Kim Olmsted, Director

**DATE:**

March 2015