



OTTERBEIN UNIVERSITY

Job Posting

Job Title: Coordinator, Prospect Research
Job Class: Support Staff
Department: Advancement Services
Reports to: Executive Director Advancement Services/Strategy
FLSA status: Full-time/non-exempt/12-months; 40 hours
To Apply: Please email an Otterbein employment application, a cover letter and resume including salary expectations addressing this position to hr.jobs@otterbein.edu; FAX to 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove St., Westerville, OH 43081

SUMMARY: The Coordinator, Prospect Research will play a key role in the Division of Institutional Advancement as we are charged with securing \$50 Million in support of the current phase of Otterbein's comprehensive campaign. He/She will identify high potential prospects, analyze current donors and recommend strategy for new prospects as well as strategies for initiating new opportunities with existing donors and prospects. This position reports to the Executive Director, Advancement Services and Strategy Solutions.

Responsibilities include:

- Research and analyze new high net worth donor prospects and new opportunities with existing donors with a primary focus on Major Gift, Foundation and Corporate opportunities.
- Conduct research and prepare briefing materials with emphasis on constituents' wealth, interests, philanthropy and relationships.
- Map relationships among donors and prospects to help identify opportunities for WSPA to maximize fundraising potential.
- Assess wealth (batch and individuals) using software common to the industry such as Blackbaud Analytics.
- Analyze results of wealth and philanthropy screenings of donor database to identify those with potential to make larger gifts.
- Proactively identify and research new prospects from successful organizations and key industries who may have interests which align with campaigns.
- Update and maintain information on prospective donors in the donor database.
- Research new donors of \$1K+ and make recommendations regarding portfolio management and cultivation and stewardship plans.
- Remain current and fully informed on research trends and available resources in the field.
- Meets deadlines
- Maintains highest standards of professionalism and customer services in all interactions with colleagues in advancement and other departments

SUPERVISORY RESPONSIBILITIES: none

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill,

and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MISSION CRITICAL COMPETENCIES *(related to core competencies):*

COMMUNICATION SKILLS:

- Demonstrates active listening skills.
- Tailors written and oral presentations to effectively reach intended audience.

CUSTOMER SERVICE:

- Makes customers and their needs a primary focus of actions.
- Readily readjusts priorities to respond to pressing and changing demands.

INTEGRITY AND PROFESSIONALISM

- Conveys a command of relevant concepts, facts and information in matters involved in
- Demonstrates respect for all employees and customers. Fosters honest, fair, and open communication.

INITIATIVE:

- Seeks opportunities to improve, streamline, reinvent work processes as a means to improve the organizations performance and effectiveness.
- Thinks expansively by combining ideas in unique ways or making connections between disparate ideas.
- Targets important areas for innovation and develops solutions that address meaningful work issues
- Adapts best practices and processes to the department

ACCOUNTABILITY:

- Respects confidentiality of information
- Demonstrates a strong sense of urgency about solving problems and getting work done.

EDUCATION and/or EXPERIENCE: Bachelors degree with a minimum of 2 years of experience in prospect research. Experience with LexisNexis, Hoover's, or Iwave preferred. Ability to maintain confidential information. Proficiency in Microsoft office applications (Word, Excel, PowerPoint) and web based research skills, and comfortable working with social media networks (Twitter, Facebook, etc.)

CERTIFICATES, LICENSES, REGISTRATIONS: N/A

LANGUAGE SKILLS: Must demonstrate excellent verbal and written English skills including grammar.

MATHEMATICAL SKILLS: Should possess strong analytical skills including the ability to analyze and interpret business and financial data and information.

TECHNICAL SKILLS: Experience sourcing information from online database and web sources.

REASONING ABILITY: Ability to identify, analyze, and rank prospects through constituent list segmentation, push technology, electronic database screening, and peer screening.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to sit for long periods of time; see the computer screen; and use a keyboard for extended periods.

Must be able to meet regular and predictable attendance standards.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an environmentally controlled office setting.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.