Prospect Research Coordinator
Job ID 2021-13280

Overview
Under the direction of the Manager of Development Operations, this position supports the Development Department in which principal responsibilities include researching, analyzing and providing high-level research on high-net-wealth individuals, corporations and foundations using a variety of biographical, organizational and financial sources. The Coordinator, Prospect Research is responsible for producing in-depth, well-written organized reports on prospects based on a combination of data from donor databases and available financial records.

Responsibilities
1. Create research data reports and exports, which may be accessed by members of the Development staff
2. Utilize online databases, Internet websites, library and government sources and other sources of public information
3. Analyze and synthesize accumulated information to assess financial capacity, philanthropic tendencies, giving propensity and linkages to the organization and make preliminary recommendations for the best approach by front-line development staff and executive staff
4. Research and analyze donor prospects and provide briefing materials to key AltaMed stakeholders to put front line fundraising staff in strong position for success
5. Identify prospects for solicitation by development officers, senior development officers and major gift officer (annual donor gift sizes will range from $2,500-$50,000+)
6. Update the prospect management and tracking system (PMATS) to organize, review, and create solicitation strategies for donors and prospects, and collaborate with development gift officers to prompt timely outreach.
7. Work with Development Officers to evaluate research results to develop and implement further research strategies
8. Monitor and maintain data integrity, including personal data (i.e. financial information, home and email addresses) and gift-related data.
9. Manage production and development of all research reports.
10. Participate in prospect reviews, tracking, and related data analysis.
11. Perform all other related duties as assigned.

Qualifications
1. Bachelor’s degree preferred
2. A minimum of one year of proven fundraising experience in special events or donor/sponsor cultivation.
3. Bi-lingual English/Spanish desirable.

Salary
$65,000 - $75,000 / year

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