



Hood College
Department of Human Resources
Job Description

Job Title: Prospect Researcher
Department: Institutional Advancement
Reports to: Senior Director of Advancement
FLSA Status: Part-time, Contractual
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Summary

Under the supervision of the Senior Director of Advancement, the part-time Prospect Researcher performs detailed prospect research including proactive and reactive prospecting. The position will build, evaluate, maintain and rate a qualified pool of prospective donors for Hood College. He/she will provide analysis for the comprehensive research program, including identification and qualification of individual prospects, corporations, foundations and key volunteers in support of Institutional Advancement. The position serves as a consultant to leadership for major donors and applies independent judgment to make decisions and interpret policies and procedures necessary to the achievement of fundraising goals and objectives.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Research & Analysis (50%)

- Provide extensive on-line database prospect research and effectively analyze the extensive information to qualify and segment prospects for targeted development effort;
- Gather biographical and financial information from a variety of reference sources, analyze and provide accurate projections for capacity and interest to support Hood College;
- Effectively interpret, apply and communicate a wide variety of policies and procedures relating to and affecting prospect research;
- Conduct batch screenings as needed, for specific, targeted groups to determine wealth/capacity ratings.
- Perform excellent organization and time management skills with the ability to set priorities for coordination of multiple assignments to meet established goals and objectives.

Communications (40%)

- Ability to compile, write and present reports related to prospect research findings showing thorough knowledge of English grammar, spelling and punctuation;
- Successfully communicate information in a clear and understandable manner, both verbally and in writing;
- Ability and willingness to embrace and utilize innovations in communication and technology to enhance research fundraising efforts;
- Collaborate closely with the director of advancement services to ensure data integrity with respect to research and capacity ratings;
- Effective and engaging communication skills: verbal, written and other.

Customer Service (10%)

- Perform strong customer service requiring a very high level of diplomacy, confidentiality and professionalism.

Competencies

- Organized with ability to manage multiple tasks while maintaining high standards through close attention to detail;
- Strong analytical skills to summarize information and make effective recommendations;
- Self-starter who takes initiative with all responsibilities;
- High level of computer proficiency with web-based research tools, social networking media and a working familiarity with Microsoft Office suite of products;
- Motivated, collaborative, results-oriented individual who excels at working as part of a team in a dynamic and changing environment;
- Commitment to the value of private liberal arts education.

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.

We seek a candidate who values diversity, equity and inclusion in all that they do. Candidates must have strong organizational skills and a proven ability to work collaboratively across departments and disciplines.

Education and Experience

Bachelor's Degree required. Two years of technical, fundraising or administrative experience or equivalent combination of education and experience. Additional qualifying experience may be substituted for the required education.

Technology Skills

Strong computer proficiency in internet applications, Office Suite Productivity products (such as Microsoft Word, Excel & PowerPoint); Knowledge of iWave, WealthEngine, Guidestar, Dataquick, Dun & Bradstreet, Lexis Nexis and other wealth screening tools, and ability to learn new applications quickly including organization-wide information systems and department-specific software applications such as Millennium for donor tracking.

Language Skills

Outstanding oral and written communication skills and interpersonal relations skills. Ability to read, analyze, and interpret general business periodicals, professional journals, financial reports, procedures, governmental regulations and legal documents. Ability to effectively present information and positively respond to questions from top management, public groups, and/or boards of directors.

Mathematical Skills

Proficient with statistical and financial concepts. Must have the ability to apply those concepts in projections, goal setting and interpreting reports. Must be able to draw conclusions from reports and make cost effective decisions regarding programs.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or scheduled form. Ability to hypothesize, draws conclusions, and support conclusions. Ability to work in theoretical arena and apply logic as appropriate.

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 is frequently required to stand, walk, sit, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. Evening and weekend hours may be required. Travel may be requested.

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.

The noise level in the work environment is usually moderate. Noise could include interaction with other staff, prospects and the public, telephones, computers and printers, and other office equipment. The employer is accommodating to remote or hybrid work environments for this position.

Compensation range: \$35-40 per hour

To Apply

Qualified candidates are invited to submit a cover letter, résumé and three professional references to vanderwoude@hood.edu

Hood College is committed to diversity in its faculty and staff and subscribes to a policy of hiring only individuals legally eligible to work in the United States. EOE/AAP/M/F/Vet/Disability Employer

Hood College does not discriminate on the basis of sex, race, color, national origin, sexual orientation, gender identity or gender expression, marital status, pregnancy, disability, religion, or age in recruitment, admission and access to, or treatment, or employment in its programs, services, benefits, or activities as required by applicable laws including Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, and complies with the law regarding reasonable accommodation for disabled applicants and students. Inquiries about discrimination or reasonable accommodation should be referred to the Title IX and Section 504 Coordinator at Alumnae Hall, 401 Rosemont Avenue, Frederick, MD. 21701 (AD 312), (301) 696-3592. For complete information on Hood College's nondiscrimination policy, please visit <http://www.hood.edu/non-discrimination/>.