

Director, Prospect Research

Job Type: Staff - Regular Full Time Exempt

Job Number: 3242855

Closing: Continuous

Location: HPU Downtown Campus; Honolulu, HI

Salary: \$65,000-\$75,000

Description

Job Summary:

Researches prospective major donors, facilitating and assisting in the operation of the key systems and services that support Hawai'i Pacific University's strategic fundraising initiatives.

Qualifications:

Minimum Qualifications:

- Bachelor's Degree.
- Minimum three (3) years experience in advancement/fundraising, preferably in prospect research.
- Excellent writing skills and ability to clearly synthesize information.
- Able to work independently and respond on short notice to requests for information.
- Must appreciate the sensitive nature of the work and show a history of handling confidential information in a discreet manner.
- Comprehensive knowledge of wealth indicators that can be translated into prospect ratings and gift estimates, and familiarity with major gift fundraising and how to prospect management supports this function.
- Proven skill in: collection, analysis, interpretation and evaluation of information; conceptualizing and developing proactive prospecting methodologies; using electronic and printed reference materials; analysis, including expertise in the modeling and analysis of data.
- Demonstrated ability to manage and deliver outstanding customer service; manage quality assurance practices in a team-oriented work environment; appropriately communicate sensitive information and exercise discretion in how this information can be shared; foster a collaborative, customer-oriented working environment; manage and prioritize multiple deadlines with short turn-around times: work well with a diverse group of people.
- **COVID-19 VACCINATION REQUIREMENT:** COVID-19 vaccination is a condition of employment for HPU. After receiving a conditional offer of employment, prospective employees are required to be fully vaccinated against COVID-19 with an FDA-approved

vaccine. HPU complies with federal and state laws on reasonable accommodations related to this requirement.

Desired Qualifications:

- Graduate Degree.
- Experience in a development research office, specifically in a university setting.
- Background in corporate research or academic research.

Other Qualifications:

- Candidates must be legally authorized to work in the United States. Visa sponsorship and relocation allowance are not available for this position.
- Report to work obligations to support the department and may require work during HPU's winter break, if necessary.
- Must meet training and background check qualifications and comply with the Protection of Minors policy.
- Upon hire, the candidate must have reliable personal transportation to facilitate travel between all HPU worksites and other locations as required by the position. This includes a valid driver's license and a personal vehicle that is legally registered and insured.
- This position may also require driving responsibility for an HPU vehicle. Due to driving responsibilities, you must meet training and background check qualifications and comply with HPU's Vehicle Driving policy.
- Able to work all shifts and extended hours.
- Successful candidate will be able to work in an environment that utilize excellent time and stress management skills.

Key Responsibilities/Essential Job Functions:

1. Research and Analysis (60%)

- Lead and partner with fundraisers to provide timely, accurate, and analytical information to inform the fundraising process. Prepare thorough, accurate and concisely written research reports on individuals that include biographical and financial information, the potential for philanthropic support, areas of interest, and affiliations. Additionally, conduct research on corporations and foundations.
- Identify, research, and analyze new and existing donors and prospects for major gift cultivation and solicitation through review and strategic analysis of media, financial documents, files, databases, online information systems, and other resources. Carry out the identification, research, rating and categorization of prospective donors to the institution.
- Establish and maintain editorial and content guidelines for the creation of research materials, such as profiles, brief bios, etc.
- Lead and partner with Database Administrator on the coordination, implementation and analysis of electronic screenings and other analytical data.
- Advise fundraisers in developing cultivation and solicitation strategies. Assist in identifying volunteers who will participate in cultivation and solicitation. Participate in

discussions and contribute to final plans. Contribute planning and research support for donor screening sessions conducted by development officers.

2. Relationship Management (35%)

- Oversee and develop the Relationship Management system to efficiently and effectively maintain and report data. Develop report formats for prospect and key constituent identification, screening, contact visits, and tracking.
- Conduct Strategic Portfolio Review meetings to review development officer portfolios; serve as a member of committees or task forces at the request of the Vice President and Senior Director.
- Provide Relationship Management database system training and support to other staff.
- Inform and clarify research and relationship management procedures and policies for data entry personnel.
- Order and interpret reports from the database to assist development officers with the management of constituent planning and tracking activities.
- Assist the Vice President and Senior Director in the development of unit goals, policies, and procedures by providing information regarding how the unit can support overall advancement plans and various fundraising activities. Participate in unit and development staff meetings and carry out assigned tasks resulting from discussions.

3. Other Duties as Assigned (5%)

- Actively participates as an effective member of the team by completing assigned duties, accepting additional assignments or reassignments.

This description is not designed to list all activities, duties or responsibilities which may be required for this job. Other duties, responsibilities and activities may be assigned at any time.

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