



Prospect Researcher

Department: Philanthropy

Location: San Diego, CA

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Sanford Burnham Prebys is a preeminent, independent biomedical research institute dedicated to understanding human biology and disease, and advancing scientific discoveries to profoundly impact human health.

Summary:

Reporting to the Senior Director, Development Services, the Prospect Researcher is a key member of the Development Services team. This position will provide expert analytics and satisfy the information needs of the development team by providing proactive research, preparing profiles and reports, verifying research data, and analyzing data on individual constituents of interest to Sanford Burnham Prebys.

Duties and Responsibilities:

- Performs prospect identification and research; meets with development staff to support activities, initiatives and programs.
- Works with major gifts officers, faculty, CEO's office, and others as appropriate to assist in compiling briefing materials on individual prospects/donors.
- Monitors prospect research trends and resources.
- Develops and maintains internal guidelines for all prospect research activities
- Provides a broad range of database maintenance support including, but not limited to updating records, uploading information, and ensuring the integrity of data.
- Collaborates with development staff to develop prospect identification, cultivation, solicitation, and overall fundraising strategies.
- Advises development staff regarding new prospect possibilities; consults on the feasibility of research requests and special projects.
- Creates profile reports tailored to specific goals and/or objectives; maintains, tracks and stores profile data.
- Maintains and updates policies and procedures for the prospect research program; proposes changes and modifications.

- Reviews local and national news, business publications, economic trends and business development keeping abreast of prospect information; provides relevant information to development staff.
- Conducts periodic data updates of our CRM, proposal tracking, moves management, pulling lists, queries, and reports, managing gift processing, and plans and executes other projects as assigned within the scope of responsibility.
- Recommends upgrades in hardware and software to stay on the cutting edge of strategic philanthropy database management.
- Secures database by developing and monitoring the implementation of policies, procedures, and controls
- Maintains a user-friendly, standardized reporting system.
- Develops and maintains internal guidelines for all prospect research activities.
- Updates and uploads constituent information and create new individual and organizational constituent records, and proactively audit data and work to ensure correct entry of data changes and updates to help assure data integrity.
- Uses a variety of reliable sources to gather, develop and analyze research data and prepare basic and comprehensive research profiles on individuals, corporations, and foundations, including background, career, financial capacity, philanthropic interests and nature of the relationship to Sanford Burnham Prebys.
- Ensures the confidentiality and integrity of all donor and prospect research-related materials.

Education and/or Experience:

- Bachelor's degree
- At least 3-5 years of experience in prospect research and data collection/analysis.
- Experience providing staff training in software skills, prospect research and/or database use.
- Experience in training and/or presenting technical information to co-workers, leaders and/or others.

Knowledge, Skills and/or Abilities:

- Technical knowledge of CRM software. Raiser's Edge/NXT experience preferred.
- Advanced technical knowledge of prospect research systems such as Lexus Nexus, WealthX, Research Point or similar.
- Must be detail-oriented, data-minded, and possess strong analytical skill.
- Must have a demonstrated track record of obtaining/uncovering funding opportunities from research.
- Possess strong attention to detail, analytical, time management, organizational, communication, and interpersonal skills.
- Professional proficiency in Microsoft Office.

Supervisory Responsibilities:

This position does not have any supervisory responsibilities.

Compensation:

Anticipated Hourly pay rate: \$24.79/hour - \$37.20/hour

Factors in determining the appropriate compensation for a role include experience, skills, knowledge, abilities, education, licensure and certifications, and other business and organizational needs. The Hiring Pay Scale referenced in the job posting is the budgeted salary or hourly range that the Institute reasonably expects to pay for this position. The Full Pay Range may be broader than what the Institute anticipates to pay for this position, based on internal equity, budget, and collective bargaining agreements (when applicable).

Sanford Burnham Prebys Medical Discovery Institute is an Equal Opportunity employer – M/F/Veteran/Disability – committed to the hiring, advancement and fair treatment of all individuals. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other protected status as designated by federal, state or local law. For additional information about your rights as an applicant, [click HERE](#).

If you need an accommodation seeking employment with Sanford Burnham Prebys, please email accommodations@sbpdiscovery.org. Accommodations are made on a case-by-case basis.

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