



System Donor Prospect Researcher

The **System Donor Prospect Researcher** integrates analytical research, data stewardship, and relationship-centered donor engagement to advance the organization's fundraising initiatives. Working closely with development leadership, frontline fundraisers, and cross-functional teams, the System Donor Prospect Researcher identifies prospective donors, enhances donor experiences, and ensures the delivery of accurate, actionable information that supports strategic decision-making. The position provides essential support to the team by establishing and maintaining a comprehensive prospect management system that informs mutually agreed-upon cultivation and solicitation strategies. Additionally, the role assists the Annual Giving team with parallel research and portfolio processes that strengthen donor pipelines and significantly contribute to the underwriting of events, campaigns, and priority projects. Models appropriate behavior as exemplified in The **MLH Mission, Vision and Values**.

Minimum starting salary - \$47,500

Education/Experience

- Must have Associate's degree in marketing, Communications, Library Science or related field. Bachelor's degree preferred.
- Must have at least 3 years of experience in prospect research.

Skills and Abilities

- Strong analytical, writing and critical thinking skills.
- Demonstrated skills in using Constituent Relationship Management software, preferably Blackbaud Raisers Edge NXT, or similar.
- Knowledge of depositories of information, as well as knowledge of procedures to access that information.
- Familiarity with donor networks and references.
- Ability to synthesize complex information into clear, actionable insights.
- High attention to detail and commitment to data accuracy.
- Strong knowledge of gift accounting principles and IRS regulations.

- Proficiency in MS Office.
- Interpersonal skills in order to work in tandem with directors and support staff who will assist the Foundation departments.
- Ability to work collaboratively in a fast-paced, mission driven environment.
- Ability to sit extended periods of time while conducting research.

Key Job Responsibilities

- Conduct comprehensive research on individuals, corporations, and foundations to assess giving capacity, philanthropic interests, and alignment with Methodist priorities.
- Prepare and maintain prospect profiles, briefings, and research reports for leadership and development officers.
- Manage prospect pools and portfolios, ensuring timely movement through the donor cycle.
- Monitor wealth indicators, engagement data, and predictive modeling tools to identify new prospects.
- Track fundraising activity and provide insights that support pipeline development and goal setting.
- Support the creating and executing of individualized stewardship plans for major and leadership donors.
- Draft donor communications including acknowledgement letters, impact reports, and personalized updates.
- Coordinate donor engagement activities such as small-scale events, site visits, and cultivation touchpoints.
- Maintain accurate documentation of donor interactions and ensure timely follow-up.
- Develop broad knowledge of Methodist programs, services, and community impact to inform donor conversations.
- Generate reports and dashboards to help leadership understand donor behavior, trends, and opportunities.
- Assist with data initiatives and contribute to the development of research and stewardship standards.
- Support the use of digital platforms, video and social media to enhance donor engagement.
- Manages the evaluation, purchase and budget for research resources, publications and services, keeping up-to-date with trends and practices.
- Utilizes all available resources for proactive and reactive research, including electronic screening results.
- Adheres to the highest ethical and professional standards when conducting research and sharing results.

Methodist Le Bonheur Healthcare's goal is to improve every life we touch. And that starts with the lives of our Associates.

We believe that just one person can make a difference. That's the Power of One. And we see each day as a new opportunity to make a difference in the lives of the people in our community. For over a century, we've served the health care needs of the people of Memphis and the Mid-South.

We provide our Associates with opportunities that help them maximize their potential both professionally and personally. Because we're not at our best until you are at yours. That's what the Power of One is all about.

MLH has been caring for patients and families regardless of ability to pay for more than 100 years. Guided by roots in the United Methodist Church and founded in 1918 to help meet the growing need for quality health care in the greater Memphis area, MLH has grown from one hospital into a comprehensive healthcare system with 13,000 associates, supporting six hospitals, ambulatory surgery centers, outpatient facilities, hospice residence and physician practices serving communities across the Mid-South. From transplants and advanced heart procedures to expert neurology services and compassionate cancer care, MLH offers clinical expertise with a focus on improving every life it touches.

We seek team members with a passion for helping others. At Methodist Le Bonheur Healthcare, we improve every life we touch through:

- **Strong Values:** Service, Quality, Integrity, Teamwork and Innovation.
- **Collaboration:** Pulling together as a team to achieve our goals. Here everyone is committed to going above and beyond.
- **Strength through Diversity:** We embrace, value, and respect the individual differences and unique contributions of everyone, and we know a diverse work force makes us stronger.
- **Faith:** Encouraging us to serve our patients and their families and improve the health of our entire community.
- **Opportunity:** An emphasis on training, continuing education and the many ways to grow a long-lasting and rewarding career with MLH.

For more information about this opportunity or visit our career site at <https://www.methodisthealth.org/careers/>.