Prospect Development and Research Manager

Denver, CO • Development - Donor and Media Relations

Job Type

Full-time

Description

Hope Starts Here! Your career as a Prospect Development and Research Analyst with Denver Rescue Mission is your opportunity to make a difference. Are you looking to build community and meet new friends? Are you looking for meaningful work and career advancement? Then look no further, Denver Rescue Mission is hiring rockstars to join our team. We are looking for a skilled researcher to fill this essential role.

The PDRM manages DRM’s prospect development and research program implementing industry best practices and meeting organizational needs. Conduct high level research and prepare briefing materials with emphasis on existing DRM donors and DRM prospects (verifying assets, interests, professional and philanthropic history, nonprofit affiliations, personal and business connections). This position is responsible for assigning fundraisers to donor prospects based on giving level, relationship, propensity/capacity ratings, and other factors. This position leads prospect management functions with the goal of optimizing portfolios by constantly monitoring and evaluating prospect tracking and activity information. Partner with members of the relational giving team (currently consisting of 8 frontline fundraisers) to identify opportunities, define cultivation strategies, and estimate capacity.

Supervise DRM’s Specialized Gift Coordinator and helps oversee accurate and timely processing and stewardship of donations from third-party funding sources (workplace giving, matching gifts, donor advised funds, individual retirement accounts, etc.), while connecting those gifts to the primary funding sources. The PDRM also provides oversight in helping the Coordinator facilitate the State of Colorado’s Homelessness Contribution Tax Credit program at DRM. The PDRM is a full-time, exempt position that reports directly to the Director of Philanthropy.

Who are we?

Denver Rescue Mission serves people experiencing homelessness and poverty through emergency services, rehabilitation, transitional programs, permanent housing assistance and community outreach. Since 1892, we’ve been changing lives in the name of Christ by meeting people at their physical and spiritual points of need, with the goal of returning them to society as productive, self-sufficient citizens.

Benefits:

Complete Benefits Guide

Highlights of our incredible benefits package:
- Comprehensive health, dental and vision benefits with HSA company contribution
- Generous vacation, sick time, holiday pay, and paid birthday off
- Employer paid term life Insurance and long-term disability
- Tuition reimbursement available
- 401(k) with 5% company match
- Complimentary RTD EcoPass
- Potential to work remotely two days per week as assignments allow

The Prospect Development and Research Manager assigns fundraisers to prospects based on giving level, relationship, propensity/capacity ratings, and other factors; leads prospect management functions with the goal of optimizing portfolios. Partners with frontline fundraisers to identify opportunities, define cultivation strategies, and estimate capacity.

RESPONSIBILITIES

- Map personal, business and institutional relationships between donors, prospects, volunteers, and others connected to DRM.
- Direct supervision/direction to the Specialized Gift Coordinator.
- Incorporate results of prospect research into donor database and recommend actions to DRM development staff.
- Consistently and effectively work with members of DRM’s relational giving team (frontline fundraisers) on updating prospect information in Salesforce database.
- Develop working relationships with members of relational giving team to collaborate with them on their portfolio management needs and database usage.
- Through a lens of customer service and partnership, meet with each member of the relational giving team quarterly for portfolio reviews.
- Train relational giving team members on prospect development policies and procedures, database use as it pertains to relationship management, and how to effectively use reports in Salesforce.
- Proactively seek, identify and research new prospects for the purpose of creating new portfolios, refreshing existing portfolios, or developing new prospect pools for new or updated fundraising initiatives
- Manage all aspects of customized predictive modeling projects.
- Manage acquisition and renewal of research subscription tools.
- Stay current and knowledgeable regarding prospect management and research tools and methodology.
- Serve as a member of the relational giving team and overall Development department team and attend appropriate weekly/monthly/quarterly staff meetings.
- Communicate and coordinate priorities, workload, issues and progress to the Senior Director of Philanthropy on a regular basis.
- Develop goals, priorities and timelines on a regular basis, ensuring timely and efficient management and completion of all related tasks.
- Maintain confidentiality and operate within guidelines provided under the Association of Professional Researchers for Advancement (APRA) Code of Ethics.
- Continue professional development via association membership, conferences, webinars, publications, blogs, etc.
• Other tasks as assigned by the Senior Director of Philanthropy.

Requirements

• Bachelor’s degree or at least 2 years of relevant workplace experience.
• 2+ years of experience managing a prospect management and research program for a non-profit.
• Highly proficient in sourcing information from online searches, subscription-based tools, and social media.
• Experience using Salesforce and prospect screening tools, i.e. ResearchPoint and Wealth Engine.
• Proficient in Microsoft Office.
• Display strong analytical skills with attention to detail, accuracy, context, and source while summarizing large volumes of information into actionable insights.
• Effective oral and written communication, organizational, and time management skills.
• Utilize critical thinking and curiosity.
• Ability to serve as adaptable and approachable team player.
• Ability to be self-motivated, accountable, and work with limited administrative support.

Salary Description
$57,900 – 77,100 annually based on qualifications and experience

To Apply
Apply online here.