



Inspiring all girls to be strong, smart, and bold

Position: Prospect Researcher

Reports to: Development Operations Manager

Location: New York, New York (hybrid in-person/remote schedule)

Status: 12-month contractor, full-time, M-F

Background:

Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. We work with schools and in communities to provide the mentoring relationships, safe spaces, and evidence-based programming that are proven to help girls succeed. Girls build the knowledge, skills, and confidence to lead change in their lives and effect change in the world. Girls Inc. also works with and for girls to advance legislation and policies that increase opportunities for all girls. Together with partners and supporters, we are building a new generation of leaders. Join us at www.girlsinc.org.

Summary:

Under the direction of the Development Operations Manager, the Prospect Researcher will serve as an integral member of the operations team in the Development Department and will support a systematic approach to identifying and qualifying major gift prospects in and out of portfolios assigned to front-line fundraisers. The incumbent analyzes, interprets and presents biographical, professional, and financial information needed to facilitate the solicitation of private funds from high-net worth individuals and large-capacity institutional funders. The ideal candidate is curious, detailed-oriented, skilled and experienced at working with data and within databases, able to evaluate and synthesize facts and figures and understands the role prospect research plays in supporting a nonprofit organization and building a pipeline of future supporters.

Responsibilities:

- Proactively identifies major and principal gift prospects through conducting research on prospective donors and institutions currently giving to Girls Inc. and those who have future potential because their values align with Girls Inc.
- Maintains prospect research fields of data in the Salesforce CRM system and oversees the timely movement of prospects through various cultivation stages leading to solicitation.
- Ensures capacity and inclination ratings are captured in Salesforce and interpreted from prospecting tools, subscriptions, and platforms that assist in building a pipeline of new donors and increasing support from current ones.
- Stays abreast of funding opportunities from or commitments made by individuals, companies or foundations to peer organizations.
- Establishes moves management process that aims to support the strength, design and effectiveness of each fundraiser's portfolio.

- Prepares and disseminates user-friendly profiles, briefings, memos and reports on high-capacity prospects for leadership.
- At the discretion of the Development Operations Manager, and at times, the Chief Development Officer, this position may take on special research assignments or provide support for other operational needs.

Qualifications:

- Bachelor's degree required and one year of dedicated experience as a researcher or an analyst.
- Skilled at accessing and interpreting public records, wealth/financial information and/or consumer buyer analytics is preferred.
- Familiarity with CRM databases, preferably Salesforce, as well as Microsoft Suite products and Google Suite software.
- Proficient at using prospect research tools such as WealthEngine, iWave, Blackbaud Target Analytics, ResearchPoint, etc.
- Strong project management experience and a high attention to detail.
- Excellent written and verbal communications, problem-solving and critical thinking skills.
- Commitment to Girls Inc. and the confidentiality and handling of prospect information with discretion.
- Must be able to appreciate, embrace and advance diversity and have experience working with multicultural populations.

To Apply: Applicants must submit a cover letter and a resume for consideration to humanresources@girlsinc.org. No phone calls, please.

Starting salary is \$65,000 Annually

AN EQUAL OPPORTUNITY EMPLOYER