



Inspiring all girls
to be strong,
smart, and bold

Girls Inc.
441 WMichigan St.
Indianapolis, IN,
46202
Tel: (317) 634-7546
girlsinc.org

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 and supporter of the Development Department and will create and organize research reports on current donors and prospects to assist with Girls Inc. fundraising activities. This person will regularly respond to requests for research from Development as well as the President's office. He/she will be asked to find, interpret and present biographical, professional, and financial information needed to facilitate relationship building and the solicitation of gifts. Under the direction of the Development Operations Manager, this person will initiate research filing systems and may grow prospect research by working to refresh reporting templates and identify new prospects. Included in this position will be working within a wealth management software and the CRM. The ideal candidate is curious, detail-oriented, skilled and excited to work with data and within databases, able to evaluate and synthesize facts and figures and understands the important role prospect research plays in supporting a nonprofit organization.

Responsibilities:

- Creates and updates research reports on current donors and prospects for corporate, foundation, institutional, individual and major gifts in response to requests from the Development team and office of the President.
- Maintains prospect research fields of data in the Salesforce CRM system and assists with 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.

- 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 interest or experience in prospect research and data analysis.
- Experience 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. preferred.
- Strong project management experience and a high attention to detail.
- Excellent written and verbal communications, problem-solving and creative thinking skills.
- Collaborative, enthusiastic nature with a broad understanding of fundraising.
- Commitment to Girls Inc. mission 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