

Position Announcement



Foundation and Alumni Association

Associate Director of Prospect Research

Marshall University Foundation

Huntington, West Virginia

Remote

Reports To

Senior Director of Prospect and Grant Management

Organization Profile

Located in the heart of Huntington, West Virginia, Marshall University is a public comprehensive university with a rich history as one of the oldest institutions of higher learning in West Virginia. Founded in 1837 and named after Chief Justice John Marshall, definer of the Constitution, Marshall University advances the public good through innovative, accredited educational programs. Marshall University's mission, inspired by its Vision and Creed, includes a commitment to:

- Offer a wide range of high quality, affordable, and accessible undergraduate, graduate, and professional education that prepares students to think, learn, work, and live in an evolving global society.
- Create opportunities and experiences to foster understanding and appreciation of the rich diversity of thought and culture.
- Maintain a dynamic intellectual, artistic, and cultural life by promoting and supporting research and creative activities by undergraduates, graduates, and faculty.

- Contribute to the quality of life of the community, region, and beyond through applied research, economic development, health care, and cultural enrichment.

The Marshall University Foundation is an independent organization and the preferred channel for private contributions that benefit all areas of Marshall University. Located in Brad D. Smith Foundation Hall, the Foundation is governed by the Foundation Board of Directors. The Foundation's mission is to advance Marshall University through engagement and philanthropy.

Position Summary

The Associate Director of Prospect Research will conduct in-depth analysis of biographical, business, personal, and financial information on current and prospective corporations, foundations and individual prospects. Will fulfill timely research requests by providing thorough and actionable summaries that advance effective relationship building. Additionally, this position will work closely with the foundation team to continually grow the prospect identification process, documentation and records database.

Specific Responsibilities

- Using a variety of research tools, drive the prospect identification and qualification process by providing comprehensive screening and research, evaluation of new potential prospects and opportunities to deepen relationships with existing donors in accordance with established methodologies.
- Research financial opportunities with corporations and private foundations.
- Assist with research, management and maintenance of prospect data to ensure accuracy and accessibility.
- Accurately record changes in prospect data in the database as needed.
- Read contact reports and news articles to keep apprised of development activity as it relates to research, prospects and grants.



- Help create detailed prospect profiles for fundraising related meetings and functions.
- Assist with maintenance of research tools and area specific methodologies.
- Help to define, refine and manage processes associated with prospect management
- Assist in building and evaluating portfolios.
- Implementing methods that drive portfolio activity.
- Help identify changes to improve the overall Prospect Research program.
- Collaborate with the foundation team to advance donor engagement.



Qualifications

Qualities and experiences that ideal candidates should display include:

- Baccalaureate degree from an accredited college or university.
- Two years of relevant experience in nonprofit organization.
- Proficiency of Microsoft suite, database management and spreadsheet application.
- Ability to communicate quickly and effectively at a high level with discretion and professionalism.
- Able to receive verbal directions and execute accordingly.
- Ability to work effectively and efficiently in a remote environment.
- Able to adapt to changing priorities.
- Excellent problem-solving skills and ability to think critically.
- Comfort with multitasking.
- Maintain attention to detail.
- Understand fundamental concepts behind prospect and database management.
- Strategic thinking skills.

Preferred

Preference will be given to candidates that also display one or more of the following:

- Experience managing, segmenting and filtering large donor files.
- Expertise and competence with wealth screening, data mining, donor modeling, and data analytics techniques, tools, and platforms.
- Experience with philanthropy related prospect research and management.
- CRM platform proficiency.

Memorandum

The salary and benefits are competitive and commensurate with experience and qualifications. Paschal•Murray supports the commitment of our client in encouraging applicants from all backgrounds and cultures. As a condition of employment, our client reserves the right to conduct background verification including academic, work, driving, credit, and criminal histories.

This position announcement is not intended to be an exhaustive list of all responsibilities and requirements. It is presented as a fair reflection of the principal job elements.



Nominations and applications are welcome. Please send résumé and letter of application as separate documents attached to an e-mail message to:

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