



## Prospect Researcher

**Purpose:** The Prospect Researcher is responsible for executing a set of prospect services that support Sr. Manager of Prospect Services and support the department with donor pipeline-building efforts.

**Organizational Relationships:** The Prospect Researcher has a reporting relationship to the UMKC Foundation's AVP of Advancement Services.

### Essential Duties and Skills:

1. Provide in-depth research summaries of individual, corporate and foundation donors and prospects using a variety of sources, tools and techniques.
2. Ability to research, synthesize, and summarize in-depth biographical information, professional summaries, financial data, organizational or foundation summaries on all donors or affiliated constituents.
3. Prepare written profiles, summarize ratings, for qualified lists as necessary to support the strategic fundraising efforts of the Foundation.
4. Track research findings in CRM system and work with the Advancement Services & Data Team on organization-wide efforts to acquire and maintain institutional data according to best practices in data management.
5. Provide exceptional customer service to a variety of internal and external partners; work collaboratively with clients to determine (and at times negotiate) the feasibility and scope of research requests and special projects.
6. Manage data records and volume projects including returned solicitations or deceased records.
7. Have exceptional attention to detail and proofreading skills.
8. Excellent organizational and time management skills; ability to juggle multiple projects and deadlines and adapt to shifting priorities.

### Knowledge Desired:

- Demonstrated ability in research techniques such as prospect identification, data mining, and relationship mapping.
- Familiarity with push technology resources and electronic screening tools.
- Ability to read and interpret business, government & legal documents (IRS Form 990, SEC filings, property assessments, etc.).
- Solid experience with fundraising databases (Ellucian Advance, a plus), reporting and visualization tools (e.g. Power BI), and online information and screening services such as Lexis Nexis, Sorkins, FoundationSearch, ResearchPoint, iWave, etc.
- Strong understanding of best practices in Prospect management services.
- High-level proficiency in using Microsoft Office suite, with particular emphasis on Excel.
- Professionalism and discretion in handling confidential donor and prospect information.
- Personal commitment to professional development and growth.

### Education and Experience:

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- **Minimum qualifications:** An Associates degree or an equivalent combination of education and experience and a minimum of two years' employment from which comparable knowledge and skills can be acquired is necessary.
- **Preferred qualification:** Preference given to Three year's of work experience directly related to prospect development, experience in higher education, or similar experience in another large non-profit.

**Hiring Salary Range:** \$20.00 - \$21.70/hr Commensurate with experience and internal equity.

**Full Time Work Status:** 8:00 a.m. – 5:00 p.m. Monday – Friday. Optional flextime is available (two days per week) after 90 days of employment.

**Supervisory Controls:** Incumbent must have a high level of independence in accomplishing the responsibilities of the position. Goals, priorities, and major projects are reviewed and discussed on an on-going basis with the AVP.

**Guidelines:** Guidelines are provided by the goals and objectives of the position, by fundraising strategies and techniques, by stewardship guidelines, and by the goals of the UMKC Foundation and the mission of the University. Confidentiality and discretion are mandatory.

**Complexity:** The ability to interact comfortably, tactfully, and effectively with varied internal and external constituencies is essential. Must display a high level of maturity and personal integrity and ability to understand, develop, and sustain resilient and dynamic relationships with colleagues and senior management.

**Scope and Effect:** This position has a significant effect on the success of the UMKC Foundation. Effective leadership in this role affects UMKC's ability to meet its goals and provide the best possible education and conduct life-changing research.

**Environmental Demands:** This position does not require unusual physical ability. Little physical exertion is involved, although considerable pressures exist; ability to handle tension and stress in a positive manner is required. No risks or discomforts are imposed upon this position by the physical surroundings or job situation. Travel requirements are minimal.

**About the UMKC Foundation:** The UMKC Foundation is a separate but affiliated enterprise devoted to raising funds for the university and for exercising fiduciary responsibility over endowments and other philanthropic investments made to UMKC.

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#### **Equal Opportunity Employer**

The UMKC Foundation is an equal opportunity employer. Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations, or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of this job. If you believe you may have difficulty performing any of the duties or functions of this job, please contact the Office of Affirmative Action at (816) 235-1323.

### **Know Your Rights**

To read more about Equal Employment Opportunity (EEO) please use the following links:

[Know Your Rights English Version](#)

[Know Your Rights Spanish Version](#)

### **UMKC Foundation Statement on Diversity**

We value the uniqueness of every individual and strive to ensure each person's success.

Contributions from individuals with diverse backgrounds, experiences, and perspectives promote intellectual pluralism and enable us to achieve the excellence that we seek in learning, research, and engagement. This commitment makes our university a better place to work, learn, and innovate.

In your application materials, please discuss your experiences and expertise that support these values and enrich our teaching, research, and engagement missions.

Position will remain open until filled.