



## **Prospect Research Manager**

**INSTITUTION:** Naval War College Foundation, Inc.

**LOCATION:** Newport, Rhode Island

**POSTED:** 3/1/2024

**APPLICATION DUE:** Open Until Filled

**TYPE:** Full-Time

**DEPARTMENT:** Naval War College Foundation, Inc.

**REPORTS TO:** Director of Development Services and Annual Fund

**SALARY INFORMATION:** \$60,000 - \$65,000, commensurate with qualifications and experience

**BENEFITS ELIGIBLE:** Yes

### **PURPOSE:**

The Naval War College Foundation, Inc. (NWC), is constituted exclusively for charitable educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, specifically to solicit, receive, administer, and donate funds and property for the encouragement, support, and furthering of the traditions of the U.S. Naval War College (USNWC), located in Newport, Rhode Island. Support provided by the Foundation enhances the capabilities of the USNWC to execute its mission of providing advanced professional education in the science of naval warfare and related subjects to officers of the U.S. Navy, other U.S. armed forces and government agencies, and selected senior foreign naval officers in residence, and for the improvement and beautification of the physical facilities of the College. The Foundation is an equal opportunity organization and abides by all government regulations concerning equal opportunity and nondiscrimination.

### **Job Summary:**

The Prospect Research Manager is responsible for oversight of the growth and maintenance of the prospect pipelines, which encompasses both prospect research and moves management functions. The Manager will evaluate and identify prospects, prepare reports and recommend strategies for solicitation.

This position will report to the Director of Development Services and Annual Fund and will support the fundraising activities for key development staff including the Chief Development Officer and prospect managers.

**Job Responsibilities:**

The Prospect Research Manager will research specific individuals, corporations, and foundations; prepare reports tailored to the needs of the fundraising staff; identify and qualify new donor prospects; maintain comprehensive files on prospects; assist with the management of all prospects and current donors; sets and monitors news alerts for high-level prospects.

**Prospect Research:**

- Researches and gathers information on individuals, corporations, and foundations.
- Prepares thorough and accurate donor profiles on individuals, corporations, and foundations which include biographical, financial, and historical giving information; potential for philanthropic support; areas of interest, and affiliations.
- Monitors contact and internal giving reports, as well as other sources, for potential new donors.
- Assists in forecasting of prospect and proposal pipelines.

**Prospect Management:**

- Maintains and produces, as needed, a variety of reports that ensure the best prospects are properly assigned.
- Proactively reviews donor prospect assignments to ensure movement and solicitation strategy in relationship to capacity and affinity. Oversees assignment of prospects to frontline fundraiser portfolios.
- Investigates, analyzes, and synthesizes data into a user-friendly and concise format for the development team.
- Evaluates and qualifies prospective donors from multiple sources.

**Other duties:**

- Assists development team members in uploading contact reports and pertinent communications to donor records.
- Works closely with Development Assistant to maintain data integrity, constituent attribute coding and perform routine clean up.
- Addresses needs which occur on short notice and require immediate action. Supports the development team by assisting with special projects as requested.
- Performs other duties as assigned or required.

**Requirements:**

- Education: Bachelor's degree required
- Three to five years prior experience in prospect research/management, development, library research or information related field, preferably in a higher education environment.
- Proficiency using technology such as Google Suite and Microsoft Office; experience with Blackbaud products, particularly Raiser's Edge and Research Point desired, but not required.
- Working knowledge of the range of resources available to prospect researchers and the ability to apply those resources in an organized and purposeful manner.
- Ability to maintain high confidentiality and responsibility regarding information related to the NWCF, USNWC, and confidential prospect information.
- Excellent organizational and multitasking skills; Strong attention to detail and problem-solving abilities
- Ability to work effectively in a team environment and collaborate with various stakeholders; while also working independently to schedule and set priorities based upon needs.

**PHYSICAL DEMANDS**

Ability to stand for periods of time; ability to move freely about buildings and campus unassisted; ability to lift, carry, push, and pull up to 25 pounds with or without accommodation.

**SECURITY SENSITIVE**

Yes

Qualified applicants should forward a cover letter and resume via email to [careers@nwcfoundation.org](mailto:careers@nwcfoundation.org). When responding via email please reference – **PROSPECT RESEARCH MANAGER** – in the subject line. Please submit documents in Rich Text (.txt) Word document (.doc) or Adobe Portable Document Format (.pdf). Every effort will be made to acknowledge documents submitted by applicants via email. NO PHONE CALLS PLEASE.