

## Prospect Researcher, Major Gifts and Foundations

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**JOB SUMMARY:** The Prospect Researcher for Major Gifts and Foundations reports to the Associate Vice President for Development and works closely with Advancement Services staff at Queens University to identify new and qualify existing organizational funders through innovative, systematic, prospect identification processes and will assist in the development of strategies for engaging and cultivating major gift donors. This position contributes to and support the philanthropy and engagement goals of the institution by consulting with advancement leadership, frontline fundraisers, and data-oriented staff members. *This position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay or compensatory time off for additional hours worked.*

### Essential Duties and Responsibilities

- Conduct wealth and giving capacity research using a variety of online resources.
- Analyze, interpret, and summarize financial disclosure documents (e.g. 990s) to determine gift/grant capacity
- Estimate donor gift capacity and identify prospects' philanthropic interests.
- Collaborate and strategize regularly with development staff to gain an understanding of their goals and priorities and advise them about identification, engagement, solicitation, and stewardship strategies to maximize fundraising effectiveness
- Strategize and assist development staff in ranking and prioritizing prospects for engagement and solicitation
- Initiate contact with and respond to requests from development staff, adhering to deadlines and maintaining positive, productive relationships
- Maintain and update organizational profiles, including grant, financial, business, and relationship information for top prospects/donors
- Assist in maintaining database records and promoting system integrity with the Slate Strategist and Associate Director, Advancement Services staff.
- Prepare reports on status of organizational prospects, portfolios, and regional organization giving trend data
- Uphold all fundraising and prospect research professional standards and expectations
- Complete data review and entry
- Maintain relationships with faculty and colleagues across the University as related to foundational grants and research

### Secondary Duties and Responsibilities

- Other duties and special projects may be assigned to meet department and university needs.

### Experience, Knowledge & Skills Required

- Adept at leveraging prospect research tools and systems to support wealth and giving capacity research
- Strong writing and proof-reading ability required
- Ability to anticipate needs and complete tasks proactively.

- Collaborative style, combined with the ability and desire to work in a team-based environment
- Ability to maintain a high degree of confidentiality and responsibility regarding information related to University business and confidential prospect information
- Excellent interpersonal and communication skills (verbal and written), including exemplary poise, tact and diplomacy when working with a wide range of constituents and diverse audiences
- Ability to work both independently and as part of a team
- Problem solver who can take initiative and set priorities while being flexible
- Team-oriented strategist able to effectively manage complex requests
- Ability to represent the institution well
- Attention to detail and thoroughness in completing assigned duties
- Highly organized and able to handle multiple simultaneous projects
- Adept at navigating complex environments with evolving priorities
- Computer proficiency, particularly in LexisNexis, iWave, MS Outlook, Word, Excel, and PowerPoint; ability to quickly learn and assimilate new systems and information.
- Knowledge of standard office policies and procedures
- Excellent customer relation skills, communication and follow through
- Ability to prepare and deliver presentations
- Bachelor's degree with experience in prospect research experience, development, fundraising, financial analysis, and/or relevant experience in an academic setting.
- Prefer candidates with understanding of and competency with the Association of Professional Researchers for Advancement (APRA) Basic Skill Sets and knowledge of prospect management systems and processes.

## Application Process

Qualified candidates should submit the documentation listed below via email to **hr@queens.edu** in (.doc) or (.pdf) format. Incomplete applications will not be considered.

Include the following:

1. A cover letter addressing the position qualifications, experience, and interest
2. Current résumé
3. Salary requirements
4. Contact information for three professional references.

Be sure to include "**PR-ADV**" and **YOUR NAME** in your email Subject Line.  
(**Example:** PR-ADV Jordan Washington)

**Submissions received by December 1, 2021**, will receive first consideration. Queens will continue to accept submissions throughout the month of December until the position is filled.

## About Queens University of Charlotte

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Because of our history of innovation and our legacy of strong leadership, **Queens is positioned to be among the new forerunners of American higher education.** This is a defining moment for Queens. While other institutions are focused on sustaining and surviving, we are thinking much bigger. Institutions that understand what is needed and are willing to reimagine what is possible can position themselves to thrive and strengthen their market position after the pandemic with innovative approaches that are deeply connected to the world and its greatest challenges.

By 2030, **Queens aspires to become the leading, private, national university of Charlotte** with deep, meaningful, and reciprocal connections to the needs of our local community and economy; inventive and multidisciplinary academic programs that are connected to the world's most pressing challenges and biggest areas of opportunity; a fully connected, integrated, and innovative set of experiences that support holistic wellness and wellbeing; a culture of continuous improvement and investment that enables faculty and staff to flourish and achieve their full potential; and a comprehensive approach to diversity, equity, and inclusion that begins on campus and radiates throughout the community.

## Benefits

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

**Physical Requirements** *(with or without reasonable accommodation)*

- *Visual Abilities:* Read reports, create presentations, and use a computer system – 75-100% of the time
- *Hearing:* Hear well enough to communicate with co-workers, vendors, and students – 75-100% of the time.
- *Dexterity, Grasping, Feeling:* Write, type, and use the telephone, copier, and computer systems – 75-100% of the time.
- *Mobility:* Kneel for physical inspection of storage areas; Open files and operate office machines; move between departments and attend meetings across campus – 50-74% of the time.
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly – 75-100% of the time.
- *Lifting, Pulling, Pushing:* Exert up to 20 pounds for force occasionally, and/or up to 15 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects – 50-75% of the time.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

**Work Conditions**

- Must be willing and able to work a flexible schedule to meet requirements of the position, including occasional nights or weekend work.
- Must be able to work in office environment while having contact with faculty, staff, parents, students, donors, service providers and vendors on any given day.
- Work has deadlines, multiple interruptions, high volume and can be stressful.

*This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.*