



**ROSALIND FRANKLIN  
UNIVERSITY**  
of MEDICINE AND SCIENCE

## Prospect Strategy and Research Analyst

<p><b>Job Description Summary</b></p>	<p>Reporting to the Executive Director of Stewardship and Advancement Services, the <b>Prospect Strategy and Research Analyst</b> will be responsible for the development of research and analysis on a wide variety of constituents for use by Rosalind Franklin University in pursuit of private funding initiatives and other strategic engagement activities. This new position will proactively work with the Institutional Advancement team to identify moves management strategies and analysis to keep all active portfolios up to date and prioritized, and to keep a dynamic prospect pipeline moving forward. The ideal candidate will be data driven and research savvy in their work to empower the advancement team, campus leaders and volunteers to build a sustainable and broad pipeline of individual and institutional prospects for the University's funding and engagement priorities.</p> <p>Rosalind Franklin University continues to expand efforts to steer health care and research in the right direction — one that elevates public trust in health care, advances community evidenced medical research, addresses critical healthcare workforce needs, guides health literacy and achieves better wellness outcomes for all.</p> <p>Campus leaders and the Institutional Advancement team have focused collective attention on growing trust-based philanthropy among individuals and institutions who share these aspirations. The university has also made a significant investment in philanthropy and engagement with intent to grow and strengthen the base of philanthropic partners who have entrusted RFU with financial resources as an investment in health justice and community wellness.</p> <p>Applicants should submit a resume and cover letter to be considered for the position.</p>
<p><b>Essential Duties and Responsibilities</b></p>	<p><b>Prospect Research:</b></p> <ul style="list-style-type: none"> <li>• Provides consistent high-quality research analysis used to inform solicitation and engagement strategies.</li> <li>• Proactively produces research to identify and qualify prospective individuals, corporate and foundation major donors consistent with the University's priorities and objectives through data mining, wealth screening and ad-hoc research.</li> <li>• Collaborates with the Institutional Advancement team to produce biographies, profiles and briefings that are appropriately tailored to specific audiences and that use style and content appropriate to the specific audience (e.g. development officers, campus leadership, volunteers).</li> <li>• Coordinates research of philanthropic funding opportunities among institutions (corporations, foundation, federal, state, and other private funding agencies) in collaboration with advancement staff and RFU faculty, researchers and other partners.</li> <li>• Stays informed of developments in research, ethics and technology related to prospect research in philanthropy.</li> </ul> <p><b>Prospect Management:</b></p> <ul style="list-style-type: none"> <li>• Partners with advancement services and prospect management teams on the tracking and management of their activity in Blackbaud CRM and supports data needs to inform standardized reporting and decision making, and supports regular portfolio review meetings and prospect strategy sessions with frontline fundraisers.</li> </ul>

	<ul style="list-style-type: none"> <li>• Partners with members of the advancement services team to align prospect management standards of practice and process guidelines, and regularly monitors activity using custom reports, lists or dashboards to ensure continuity, accountability and desired outcomes.</li> <li>• Participates in the administration and configuration of the prospect management components of the Blackbaud CRM system. Provides regular quality checks and audits as needed to ensure the quality of prospect, assignment, action, and proposal data.</li> </ul> <p><b>Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• With Intuitional Advancement leaders, develops a set of metrics and reports that will provide analysis and interpretation of portfolio performance and health.</li> <li>• Liaises with key members of the philanthropy and engagement teams, produces research on behaviors of constituent segments, giving patterns, and pipeline movement.</li> <li>• Produces analytical reports and data visualization on the performance of the University's impact fund, gift planning portfolio, grants portfolio, donor stewardship portfolio, and stakeholder engagement strategies and initiatives.</li> <li>• Utilizes available data to develop a profile of what a current major gift/planned gift/grant donor looks like, and applies that profile to the larger Raiser's Edge database to determine which prospects deserve closer attention (i.e. targeted engagement efforts and/or assignment to a prospect manager.)</li> </ul> <p><b>Additional:</b></p> <ul style="list-style-type: none"> <li>• Seeks opportunities for professional development that will enhance job performance.</li> <li>• Develops and maintains a network of contacts with other prospect management professionals nationwide.</li> <li>• Maintains strict confidentiality and handles sensitive information and material in an ethical and professional manner.</li> <li>• Curates a suite of external resources to monitor and track industry specific changes that are relevant to our mission.</li> </ul>
<b>Required Education and Experience</b>	Bachelor's degree in a relevant field or equivalent combination of education and experience. 3-5 years of prospect and/or grant research in a nonprofit organization. Previous experience identifying, researching or analyzing prospect information.
<b>Required Knowledge, Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Knowledge of research sources available through the internet and demonstrated skill in utilizing diverse resources to locate and compile business and biographical information.</li> <li>• Demonstrated working knowledge of fundraising databases.</li> <li>• Ability to download and/or export information between systems.</li> <li>• Ability to maintain a prospect tracking system and record keeping systems.</li> <li>• Ability to communicate research and analysis verbally and via written reports.</li> <li>• Advanced analytical skills and ability to interpret/analyze complex financial and legal disclosures, technical and trade documents, including court and tax records, annual reports, SEC filings and real property files.</li> <li>• Knowledge of current trends within philanthropy and research. Skill in analyzing and organizing information to identify philanthropic patterns, tendencies and relationships among individuals, corporations and foundations.</li> <li>• Strong knowledge of Microsoft office suite.</li> <li>• Ability to recall, recognize and communicate interrelated information pertaining to the University's benefactors and prospects.</li> <li>• Demonstrated ability to conceptualize and develop proactive prospecting methodologies to support organization goals; identify prospects (through constituent list segmentation, push technology, electronic database screening and peer/constituency screening and rating); and understand wealth indicators, including income (estimated or public) and assets.</li> <li>• Working knowledge of terminology and resources specific to fundraising.</li> <li>• Demonstrated skill in writing and editing logical, detailed and analytical reports that support planning and decisions making.</li> </ul>

	<ul style="list-style-type: none"> <li>• Proven ability to provide critical analysis, using sound judgment with realistic expectations for prospects and donors.</li> <li>• Demonstrated ability to work independently, prioritize work and independently manage multiple, diverse and competing priorities while meeting deadlines.</li> <li>• Knowledge of ethics statements by Association of Professional Researchers for Advancement (APRA), Council for Advancement and Support of Education (CASE) and other appropriate industry associations or organizations.</li> <li>• Ability to work with sensitive information and maintain confidentiality.</li> </ul>
<b>Preferred Qualifications</b>	Preferred: Previous experience recommending donor prospecting strategies among individuals and institutions, as well as state and federal grants. Previous experience in an academic environment.
<b>Conditions of Employment</b>	Must achieve satisfactory results from a background check Must have proof of COVID 19 vaccination with booster or a university approved exemption
<b>Typical Physical Demands and Working Conditions</b>	Selected candidate must have the mental and physical capabilities to perform the essential functions of the position with or without reasonable accommodations.  EOE, Including Disability / Vets