



International House

Position Title: Director of Prospect Research

Office: Development, Alumni Relations, and Communications

Reports To: VP of Development, Alumni Relations, and Communications

Position Overview:

I-House seeks an operations-oriented people-person, who is experienced in conducting prospect research and analyzing data, to join a growing team of development professionals as the Director of Prospect Research. The Director will help build the effectiveness of the development program at I-House by partnering with leadership to identify, research, and prioritize major, principal, planned, and annual gift prospects in support of I-House's priority fundraising areas, as well as plan and execute a major fundraising campaign.

Reporting to the Vice President of Development, Alumni Relations, and Communications, the Director is responsible for all aspects of prospect research and will assist the VP in building gift officer portfolios. International House is celebrating its centennial year in 2024-25 and will be planning for a comprehensive capital campaign to mark the milestone and position the organization for success in the next century. Thus, building a well-researched top prospect list for an eventual campaign will be a priority. This position will also help establish the vision and goals for prospect research and will develop and oversee the related policies and practices. In collaboration with the VP and the Development Associate, the Director of Prospect Research will help oversee constituents' biographical data, gift records, wealth ratings, and research notes to ensure accuracy and to support institution-wide goals.

The Director will provide information and insight to support prospect identification, qualification, cultivation, solicitation, and stewardship efforts. The Director will oversee the development of professional, in-depth prospect briefings and a range of biographical and qualifying reports as requested. As needed, the successful candidate will support collaborative efforts to plan, design, build, and continuously improve I-House's advancement systems, technology, and operations required to conduct successful overall fundraising activities.

The Director of Prospect Research will have the opportunity to help grow the team, and to create user-friendly and scalable data and technology-based solutions to enhance I-House's strategic development operations with a focus on efficiency, impact, and service excellence.

As a member of our team, the Director will be intellectually curious; have excellent communication skills; have the ability to analyze and translate qualitative and quantitative data to inform actionable work; think proactively and take initiative; and have a can-do, customer-service oriented attitude.

Key Responsibilities:



1. **Prospect Research:**

- Gather and evaluate information regarding prospective and current donors' biographical history, careers, philanthropic interests, and giving capacity to uncover potential opportunities for increased engagement with I-House, with an eye toward gift solicitation.
- Leverage publicly available resources, organization-paid tools, wealth screening, existing donor and prospect data, and contact reports, to evaluate and build a list of qualified major, planned, and annual giving prospects.
- Conduct prospect research in order to proactively identify prospective donors, leverage invitations to events for prospect cultivation and build the roster of qualified prospects ready for cultivation and solicitation.
- Help determine appropriate solicitation ranges for front-line fundraisers.
- Proactively identify and track new and high-level major gift prospects through electronic alerts, wealth analysis, screening information, data mining techniques, push technology, demographic searches, etc.
- Synthesize research and compose detailed materials such as snapshots, profiles, and briefings needed for internal strategy meetings and external meetings and presentations.
- Research foundation and corporate prospects on a proactive and reactive basis and make appropriate recommendations to leadership and fundraisers.
- Serve as a key resource for I-House regarding information on major donors and prospects.
- Help to build and refine donor and prospect portfolios for the President, VP of Development, Director of Development, other development staff, and select Trustees.
- Work with leadership to create and prioritize list of top prospects and ensure prospect assignments are clear and transparent, with accurate information.
- Proactively flag potential risks stemming from research analysis.
- Assess existing individual, foundation, and corporate donor relationships.

2. **Development Operations and Reporting**

- Utilize data to make strategic recommendations to leadership, including but not limited to development operations and cohesive reporting efforts.
- Assist in decision-making concerning gift policy-setting, gift agreements, and pledges.
- Provide guidance to Development Associate on integrity of research notes and other data.
- Support the VP of Development in revenue forecasting and gift tables.
- Leverage CRM data to make data-driven, accurate, and transparent decisions.



3. Training and Mentoring

- In partnership with VP of Development, create processes and training materials for the overall department around research requests, data updates, etc.
- Conduct trend analysis that supports the strategic planning and operational effectiveness of I-House's development and alumni relations programs.
- Participate in professional development activities to keep abreast of current trends and practices in the field of prospect research. Present findings to team on an ongoing basis.

Qualifications and Experience:

- Bachelor's degree and a minimum of six years' experience conducting prospect research, with a demonstrated expertise in prospect research methodology and best-practices.
- Significant knowledge of prospect research methodologies; demonstrated ability to implement and manage new programs and services; strong familiarity with research subscription services (e.g. DonorSearch, iWave, Windfall, WealthX, WealthEngine, NOZA, RelSci, AlumniFinder, LexisNexis, etc.).
- Strong knowledge of the Association of Professional Researchers for Advancement (APRA) Basic and Advanced Skill Sets.
- Demonstrated project management skills.
- Advanced knowledge of donor databases (e.g. Raiser's Edge), and Microsoft Office Suite.
- Organized and able to thrive in a fast-paced setting while maintaining precise attention to priorities, formats, procedures, details, and quality.
- Excellent verbal and written communication skills.
- Strong analytical skills: able to manipulate, analyze and synthesize data, present information in formal and informal settings, imparting understanding of research to a variety of people.
- Demonstrated ability to prioritize among a variety of tasks in order to meet deadlines, ability to work individually with minimal oversight, and ability to work as part of a team dedicated to responsive service and achievement.
- High degree of professionalism, ethical sensitivity, confidentiality and discretion; proven ability to apply good judgment and responsible decision-making.
- The ability to act with tact and maintain a positive attitude under pressure are critical as this position may regularly interact with high-level internal and external constituents.
- Familiarity with the philanthropic community in New York City and Tristate area. Specific familiarity with international fundraising is ideal.



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- Willingness and ability to participate in and help at events and occasionally work evenings and weekends is preferred, but not required.
- Perform other duties as assigned.

How to Apply:

Please submit a cover letter and resume via e-mail to kgorman@ihouse-nyc.org with “Director of Prospect Research” in the subject line. The application deadline is July 1st, 2022, or until the position is filled.

International House provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

In addition to federal law requirements, International House complies with applicable state and local laws governing nondiscrimination in employment. International House expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.