



## MINISTRY DESCRIPTION

**Title:** Prospect Research & Donor Management Coordinator  
**Department:** Development  
**Reports to:** VP Partner Relations

**Schedule:** Regular, full-time  
**FLSA:** Non-exempt

### **Ministry Function:**

The Prospect Research & Donor Management Coordinator supports the ministry of Convoy of Hope through the management of donor activities, prospect research, and event follow-up.

### **Essential Duties & Responsibilities:**

1. Conducts research to identify, investigate, organize, and evaluate information yielded from a variety of different sources to determine a donor prospect's financial capacity, philanthropic interests, and relationship to Convoy of Hope.
2. Utilizes the Wealth Engine platform to help determine best-fit prospects.
3. Provides ongoing support for donor management by designing and running Salesforce reports to select prospects for development relationship managers.
4. Conducts quarterly portfolio reviews with all part-time and full-time major donor relationship managers.
5. Works with Partner Relations team to ensure accurate and timely collection of key data, e.g., activity tracking, proposals, solicit codes, etc.
6. Coordinates with Development Resource team to execute post-event and EOY follow up communication, faith promise tracking, and ongoing standardized reporting.
7. Works alongside Events Coordinator to conduct pre-event research.
8. Writes donor prospect briefings for Partner Relations team.
9. Participates in discussions on cultivation and solicitation strategies.
10. Serves as the point of contact with prospect research vendors and demonstrates knowledge on research tools and subscriptions.
11. Works to assist Development Resource team members with time-sensitive or high-volume projects as needed.
12. Works closely with Business Solutions team on updates on our database.
13. All other duties as assigned

### **Required, Knowledge, Skills & Abilities:**

1. Associate degree required; bachelor's degree preferred;
2. 1+ year working in a non-profit or relevant experience preferred.
3. Working knowledge and experience with Salesforce required.
4. Demonstrates knowledge and experience in fundraising techniques, particularly major gift fundraising.
5. Ability to organize and analyze material with the ability to work with sensitive and confidential information.
6. Strong organizational skills for handling several projects at one time. Must be detail oriented with the ability to produce self-directed work in a fast-paced environment.
7. Strong analytical skills.
8. Proficient in the use of Mac and software programs, including but not limited to Google and Microsoft Suites.

9. Serve as an advocate for the ministry, striving to nurture, broaden, and develop financial and other resource opportunities to support and expand organizational and program ministry.
10. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
11. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

**Supervisory Responsibilities:** None at this time.

Created: 5/2/18