Amherst College  
Office of Human Resources

JOB DESCRIPTION

Title: Senior Prospect Development Analyst

Department: Advancement Services Reports to title: Director of Prospect Development

Full Time: X Part Time: Dates Prepared: 03/19/2019

Job Group & Level: PT-2 Regular Daily Work Schedule: to

Pay Type: Weekly Monthly Months Per Year: 12 Hours Per Week: 40

(Summer Months) Months Per Year: Hours Per Week:

1. Summary of Position:

The Senior Prospect Development Analyst is a vital contributor to Advancement's research and prospect management programs, providing prospect research requirements and proactive prospect identification, maintaining prospect data integrity, and coordinating prospect tracking activities of all Advancement departments.

The Analyst contributes to the achievement of Amherst College fundraising goals by providing timely prospect research and identification, and assisting in the maintenance of accurate pipeline data ensuring that information provided to senior Advancement staff and volunteer Campaign leaders and board members are accurate, thorough, timely, and well-communicated so as to inform fundraising strategy and decision-making.

Takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

70% Prospect research
- Collect, analyze and organize information from a variety of sources pertaining to a constituent’s philanthropic capacity, charitable interests, and relationship to Amherst College
- Develop deliverables ranging from comprehensive narrative research memos and bullet-pointed profiles, to thumbnail bios
- Assess gift capacity of potential donors
- Identify new prospects for fundraising and other initiatives
- Monitor industry lists relevant to constituents
- Track news alerts and managing information updates to be saved in the database
- Maintain the team work log and constituent electronic files
- Maintain the Prospect Management and Prospect Research Handbooks

25% Prospect management
• Coordinate portfolio reviews (2 meetings annually per gift officer, 10+ meetings total annually) including scheduling and preparing meeting materials
• Assist in maintenance of fundraising pipeline and gift solicitation data integrity, including through monthly lightning rounds with gift officers
• Record new prospect assignments and reassignments

5% Perform other duties/functions as requested.

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

• Conduct straightforward communication with Advancement staff across all teams.
• Occasionally provide non-standard event briefings and data visualization reports that are shared with board members, high-level campaign volunteers, and the President’s Office.

4. Education: (include certifications and licenses)

Required: Bachelor's Degree

5. Experience: (List specific skills necessary to perform this job)

Required:
• 2+ years of experience in prospect development or related field
• Strong verbal and written communication, attention to detail and time management skills
• Experience with a CRM fundraising database
• Ability to use Word/Excel/PowerPoint with excellent proficiency, as well as the ability to learn new software
• Commitment to or experience working with a diverse community

Preferred:
• Experience with Colleague Advance
• Experience with Microsoft Access
• Experience with data visualization

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

Office environment: Repetitive motions including wrists, fingers and hands; visual – normal concentration; lift, carry, pull and push up to 10 lbs.

7. Decision Making:

• Process and interpret complex issues, identify problems and possible solutions, take appropriate action and
may use assessment tools and proven techniques. Exercise independent judgement, including parsing visit report narratives and translating into Colleague data and determining when to update gift pipeline data.

- Provide data and analysis used to inform decisions made by Advancement leadership.
- Exercise discretion with confidential information.

8. **Supervision Exercised/Received:**

Minimal supervision by Director of Prospect Development
No supervisory responsibilities

Supervisory Responsibility:  Yes _________  No  X________

Number of Employees Supervised: ___N.A.____