

The Menil Collection Employment Opportunity

Title: *Prospect Researcher*

Department: Development

Reports to: Director of Advancement

Status: Full-time; exempt from overtime

General Responsibilities

The prospect researcher is responsible for providing proactive research that identifies and profiles prospective individual, corporate, and foundation donors capable of making gifts for annual operating support as well as project support such as exhibitions, conservation projects, and capital projects. Prepares comprehensive background summaries to identify capability and giving capacity to guide the advancement staff's cultivation and gift request strategies..

Specific Duties

1. Identify and qualify potential donors capable of annual fund, major and capital project gifts through online database, internet sources, newspapers, business reports, art-related periodicals, annual report and donor reports, and other resources as appropriate.
2. Provide primary oversight and management of all prospect and moves management components of Raiser's Edge database. Generate reports to provide analysis and interpretation of portfolio performance.
3. Conduct biographical and financial research on donors utilizing in-house files, wealth screening databases, and online, electronic, and print sources.
4. Analyze the current donor base for major gift prospects. Evaluate, organize, edit, verify, and extrapolate data into comprehensive and dynamic reports on leadership/major gifts, campaign, and annual donor prospects.
5. Maintain and update constituent records and prospect research tools in Raiser's Edge database.
6. Produce and coordinate distribution of comprehensive biographical, financial, and philanthropic reports on prospective donors in support of staff and volunteer solicitation efforts.
7. Participate in prospect strategy meetings with development staff for specific fundraising initiatives and institutional priorities.
8. Write confidential research profiles on individual and institutional donors for meetings and prepare background briefings for their cultivation, solicitation, and participation in special events.
9. Assist in rating donors and prospects regarding inclination and capacity and consult advancement team members on cultivation and solicitation strategies.
10. Support the museum director's office through the preparation of profiles as requested.
11. Adhere to recognized fundraising and research ethics policies and standards as set forth by the Association of Professional Researchers of Advancement (APRA).
12. Maintain the highest standards of professionalism and customer service in all interactions within the office.

13. Create “lookbooks” for events which include photos and brief bios on guests as requested.

Qualifications

1. Bachelor’s degree in English, Journalism, or related Liberal Arts field preferred, with three years of prospect research experience.
2. Extensive technology skills, including knowledge of the Raiser’s Edge software, Microsoft Office Suite, search engines, and other research databases.
3. Must demonstrate understanding of the function of prospect research in an advancement office, of prospect/library methodology, and the use and availability of a variety of hard-copy and computerized sources; skilled in reading and interpreting financial, technical, and trade documents and journals, including annual reports, real property files, and court records.
4. Must be persistent and resourceful, especially in exploring and adapting research methodology.
5. Ability to maintain sensitive and confidential information; follow and promote the American Prospect Research Association’s ethical guidelines for collecting and using information.
6. Must be highly organized, able to work independently, and work under pressure to coordinate multiple requests and meet competing deadlines.

Benefits

The position comes with a comprehensive benefits package that includes paid vacation and sick time, medical and dental insurance, life insurance, AD&D, and LTD coverage. Employees may also participate in the Menil’s 401(k) plan and receive an employer contribution equivalent to 5% of wages earned after one year on the job.

How to Apply

For immediate consideration, please email your resume, cover letter, and salary expectations to hr@menil.org.

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by federal, state, or local laws.