

## **Prospect Research Coordinator**

*The Museum of the City of New York fosters understanding of the distinctive nature of urban life in the world's most influential metropolis. It engages visitors by celebrating, documenting, and interpreting the city's past, present, and future.*

Reporting to the Director of Development Operations, the Prospect Research Coordinator is an integral member of the Development team. The Prospect Research Coordinator is primarily responsible for identifying, researching, and analyzing prospects for major gift cultivation and solicitation, with secondary goals to complete additional research for the institutional giving and special event areas as needed.

Utilizing general and specialized resources, the Prospect Research Coordinator manages a growing pool of prospects, consulting directly with Development department heads and senior leadership to identify and qualify those who have the propensity and major capacity to support system-wide initiatives and special target development areas. The Prospect Research Coordinator independently and proactively identifies/qualifies prospective individual, corporate and foundation major donors consistent with the Museum's priorities and objectives, and ensures that fundraising initiatives have a continuous pool of major donor prospects to support and meet ongoing fundraising goals.

### **Roles and Responsibilities:**

#### Major Gift Prospect Identification:

- Proactively and independently, plan and execute strategies to identify sources of major gift (\$10,000+) private support for fundraising initiatives, ensuring that each initiative has enough prospects to meet fundraising goals.
- Recommend strategies for cultivation and solicitation.
- Advise appropriate intersections through interests, linkages, capacity, and other areas which influence or impact cultivation and solicitation strategies.
- Provide additional research coverage for institutional giving and special event areas as needed.

#### Research/Analysis/Evaluation:

- Analyze and assess information from local, national, and international resources; financial and philanthropy reports; references (both printed and electronic); and Museum files.
- Utilize quantitative criteria, including income, assets, liabilities, and giving patterns to evaluate each identified prospect's potential and propensity to give.
- Accessing database services (Altru, iWave, etc.), design effective search strategies based on variable database-specific search protocols to identify corporate, foundation, and individual major gift prospects.
- Create extensive and complex financial research analysis, resulting in net worth and financial capacity rating and linkages to special target development areas.
- Develop strategies to ensure that newly identified prospects are presented and assigned to fundraisers in a timely and competent manner.

#### Writing and Consultation:

- Write profiles, bios, and wealth summaries using style, grammar, and content appropriate to the specific audience, while adhering to Museum standards of discretion and confidentiality.
- Extract and communicate key information, which directs cultivation and solicitation strategy.

- Record knowledge gleaned through research such as ratings, interests, linkages and relationships in the Museum's comprehensive donor database, which is accessible to Development staff and used to develop future cultivation strategies.

**A successful candidate will have:**

- One-to-three years' experience in prospect research, development, library research or related field, preferably in an academic environment.
- Knowledge of database systems and the types of data necessary to support constituent relations.
- Demonstrated skill in writing, editing, and formatting logical, detailed, and analytical reports that support planning and decision making.
- Demonstrated ability to think critically and analytically in order to initiate and perform complex analyses of financial and legal disclosures, technical and trade documents, including court and tax records, annual reports, SEC filings, and real property files.
- Ability to recall, recognize, and communicate interrelated information pertaining to Museum benefactors and prospects.
- Knowledge of current trends, patterns, and relationships in philanthropy and arts and culture organizations.
- General fundraising skills, preferably including the ability to support and participate in prospect management.
- Demonstrated experience working with a culturally diverse workforce and constituency.
- Ability to work in a team environment.
- Strong computer skills using Excel, MS Word, and the Web. Experience with Blackbaud suite of products preferred.

**BENEFITS**

Excellent benefits package, including a defined benefit pension plan as well as a 401K savings plan.

**HOW TO APPLY**

Please email your resume and cover letter to the Museum of the City of New York Attention: Human Resources Department to [jobs@mcny.org](mailto:jobs@mcny.org). To be considered, please include **Prospect Research Coordinator** within the subject line of your email.

*The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.*

*The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.*