

## **Prospect Research Coordinator**

*The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.*

*The Museum believes that traditional hiring practices have historically and systemically marginalized entire groups of people including people of color, people of different socio-economic backgrounds, women, people with disabilities, people in the LGBTQ community and veterans, to name a few. We strongly believe as an organization in deconstructing barriers and building a team that authentically represents the diverse communities, and backgrounds of New York City. We strongly encourage applications from people with these identities or who are members of other marginalized groups.*

The Museum seeks a Prospect Research Coordinator responsible for identifying, researching, and analyzing prospects for solicitation. The Prospect Research Coordinator will primarily focus on major gift (individual) and corporate prospect research, with additional research for the institutional giving, special event, and planned giving areas as needed.

The Prospect Research Coordinator independently and proactively identifies and qualifies prospective individual and corporate major donors consistent with the Museum's priorities and objectives, ensuring that all fundraising initiatives have a continuous pool of prospects to meet ongoing fundraising goals. Utilizing general and specialized resources, the Prospect Research Coordinator oversees multiple lists of prospects. They will work directly with Development department heads and senior leadership to continually refine those lists as it relates to a prospect's propensity and capacity to support both Museum operations and specific exhibitions.

### **Roles and Responsibilities:**

#### *Prospect Identification*

- Identify potential sources of major (\$10,000+) private support (individual and corporate) for fundraising initiatives, ensuring that each initiative has enough prospects to meet fundraising goals.
- Design effective search strategies based on available general and specialized database resources and advise on additional criteria that may impact cultivation and solicitation.

#### *Research, Analysis, and Strategy*

- Recommend strategies for cultivation and solicitation based on key information gathered during prospect research.
- Assess and analyze information from local, national, and international resources; financial and philanthropy reports; and Museum files.
- Utilize quantitative and qualitative criteria to evaluate each prospect's potential and propensity to give.
- Identify methods of solicitation for cold prospects, including email and mailing addresses.

- Work in conjunction with Development team leaders to ensure that identified and researched prospects are presented to fundraisers in a time-sensitive manner.

#### *Writing and Documentation*

- Produce robust research profiles (including bios, wealth summaries, corporate profiles, etc) that support planning and decision making, while adhering to Museum standards of discretion and confidentiality.
- Record research profiles and additional information, such as interests and relationships, in the Museum's donor database.
- Create and maintain trustee lookbooks; assist in funder and prospect lookbooks for events.

#### *Additional Responsibilities*

- Provide additional research coverage for institutional giving, special event, and planned giving areas as needed.
- Assist in Development and Museum events as needed.

#### **Qualifications**

- Bachelor's degree with commensurate experience and at least one-three years of experience in prospect research, development, library research, sales development, or related field.
- Knowledge of general database systems and the types of data necessary to support constituent/client relations.
- Excellent communication skills, both written and verbal.
- Attention to detail, strong analytical and critical thinking skills.
- Commitment to diversity, equity, inclusion, and access principles in the workplace.
- Enthusiastic collaborator and a team player.
- Experience with Microsoft Office.
- Experience with Altru, iWave, and LinkedIn Sales Navigator preferred.
- General fundraising and/or sales skills preferred.
- Knowledge of current trends, patterns, and relationships in philanthropy and the arts and culture sector preferred.
- An interest in frontline fundraising preferred.

#### **Benefits**

The position offers a competitive benefits package including medical, dental, vision, FSA, HSA, life insurance, 401K and pension plan, short and long-term disability. Voluntary critical illness, accident insurance, legal services, pet insurance, and Employee Assistance Program. The Museum has a generous paid time off policy including 12 sick days per year, vacation and 12 holidays.

Your employment relationship with the Museum qualifies you for free or discounted admissions to other participating cultural institutions.

## **Working Conditions and Physical requirements**

While performing the essential functions of the job, the Prospect Research Coordinator works a Monday-Friday. Work is primarily onsite, with a flexible schedule, temporary ability for remote work. The Museum environment is fast-paced and in an open office plan setting.

While performing the essential functions of job, the individual is regularly required to remain stationary seated at computer desk, with frequent use of repetitive motion, and fine motor skills for keyboarding. The individual must have the ability to lift a minimum of 20 lbs., troubleshoot and manage multiple projects with ease and calm. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In accordance with applicable law, all employees must be fully vaccinated against COVID-19. Reasonable accommodations may be made upon request in accordance with applicable federal, state and local law.

## **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** the subject line of your email. Please state desired salary in the 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 or expression, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race (including traits historically associated with race, such as hair texture and style), religion (including attire, clothing or facial hair worn in accordance with religious requirements), sex (including pregnancy, childbirth or related medical conditions and transgender status), 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. The museum complies with applicable state and local law governing nondiscrimination in employment which prohibits discrimination and harassment against any employees, applicants for employment or interns, as well as contractors, subcontractors, vendors, consultants, other individuals providing services in the workplace or their employees in every location in which the museum has facilities. The Museum is an AAP employer.*