**The Mount Sinai Hospital / The Mount Sinai School of Medicine**

**Human Resources**

**Job Description**

**Job Class Code:**  **Job Title:** Assistant Director, Prospect Management

**Patient Contact:** **[ ]  Patient Care:** **[ ]  Code:** - (for HR)

**Job Summary**

In partnership with the Director and frontline fundraising colleagues, the Assistant Director, Prospect Manager and Pipeline Development (AD) will develop strategies and programs to build an effective pipeline of potential donors to the Mount Sinai Health System. This position will leverage a broad and deep understanding of fundraising metrics to direct efforts to provide information that supports the management of prospects through the development cycle. The AD will partner with the Director in overseeing processes to ensure that the best prospects are actively managed by Frontline Fundraisers; meet with select members of the frontline fundraising team for portfolio review sessions and liaise with prospect research team members as needed to ensure effective prospect engagement. The AD will develop systems for tracking and reporting processes for the management of internal prospect management metrics and will support the Director in developing systems for prospect identification and qualification and engagement strategies for non-affinity (non-patient) prospects in support of the strategic priorities as they emerge throughout the Campaign.

**Duties and Responsibilities**

(in order of importance and/or frequency)

* Strategizes and partners with prospect research colleagues, Executive Directors and Frontline Fundraisers to support the development of high-capacity portfolios.
* Analyzes fundraising activity to support Directors in identifying top prospects and suspects. As needed, partners with fundraising colleagues to recalibrate portfolios to maximize performance and elevate the highest priority prospects for management.
* Using proactive research methods, identifies possible connections to new prospects through their known or likely relationships with the Mount Sinai Health System Board of Trustees, Volunteer Leadership Groups, top faculty/physicians and lead donors.
* Acts as a content expert for Mount Sinai Prospect Management Policy & Process Guidelines, and leads training sessions as needed.
* In partnership with Advancement Services, participates in the administration and configuration of the prospect management components of the Raiser’s Edge system. Provide regular quality checks and audits as needed to ensure the quality of prospect, assignment, action, and proposal data
* Using Raiser’s Edge or other software such as Tableau, participates in distribution of regular management reports as needed that track the general quality of prospect and potential prospect portfolios, and performance metrics.
* Assists the Director in setting short and long-term goals and priorities for the prospect management (moves management) program.
* Supports the Senior Director of Prospect Research in preparation for Major Gifts, Principal Gifts and Board Meetings.
* Performs additional duties as assigned.

\*-indicates duty is “essential” as defined by the Americans with Disabilities Act (ADA)

**Minimum Education**

(HS/GED; specialized training; degree and discipline)

Bachelor’s degree required; advanced degrees recommended.

**Minimum Related Experience**

(e.g. 1 year in research environment)

4 or more years’ experience with a minimum of 3 years specializing in prospect management or prospect research in a fundraising office.

Preference will be given to candidates who have worked in academic medical setting and /or complex nonprofit fundraising environment and have experience with capital campaigns and volunteer management.

**Minimum Licensing Requirements**

(provide name and agency)

NONE

**Minimum Certification Requirements**

(provide name and agency)

NONE

**Minimum Computer Skills**

(provide program and skill level, e.g. MS Word - Basic) (skill levels are Basic, Intermediate, Advanced)

Experience with Raiser’s Edge, Tableau or similar fundraising software preferred. Experience with development research tools and resources is required. Intermediate knowledge of Microsoft Office (Word and Excel) required. Candidate must have a strong comfort level with databases and spreadsheets, particularly the ability to store, retrieve, and assess data.

**General Skills**

(e.g. Excellent written and oral communication)

* Effective communicator and partner; understands frontline fundraising and its challenges.
* Excellent organizational skills, detail oriented, able to manage multiple projects and priorities simultaneously.
* Familiarity with the fundamentals of prospect research and gift capacity assessment is also highly desired.
* Ability to think critically, strategically and creatively.
* High degree of professionalism, ethical sensitivity, and discretion.
* Astute judgment and an absolute commitment to confidentiality.

**Work Context**

**Has Signatory Authority for Expenditures?** **[ ]  (yes)**

**Has Contact with External Public?** **[x]  (yes)**

**If yes, please explain:**

Donors, Trustees, Board and Committee members, Patients

**Level of Physical Activity Required:** **[x]** Light [ ]  Moderate [ ]  Heavy

**Describe Work Environment**

(e.g. office, outdoors)

Office

**Budgetary Responsibility**

(this should also be included in the Duties and Responsibilities section)

**Has Budget Accountability?** [ ]  **(yes)**

**If yes, please explain:**

**Supervisory Responsibility**

(this should also be included in the Duties and Responsibilities section)

**Supervises two or more employees?** [ ]  **(yes)**

**Responsible for EE Evaluations and Performance Programs?** [ ]  **(yes)**

**Involved with EE Disciplinary or Labor Relations Activities?** [ ]  **(yes)**

**This position generally reports to:** **Director, Prospect Management & Pipeline Development**