

**Job Description**

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of the organization at the sole discretion of management.

**FUNCTIONAL JOB TITLE: Prospect Research & Pipeline Development Associate**

**DEPARTMENT: Development**

**REPORTS TO: Vice President of Principal Gifts**

**Position Summary:**

The Prospect Research & Pipeline Development (PRPD) Associate is a new position at Birthright Israel Foundation, an essential part of the newly created Principal Gifts department. The PRPD Associate will manage Birthright Israel Foundation’s prospect research and assignment process, from proactive and reactive identification and qualification to prospect assignment. The PRPD Associate will ensure that Birthright Israel Foundation maintains a strong pipeline of prospective and current major gift donors in support of a strong annual fundraising campaign.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions unless this causes undue hardship to the organization.

**Essential Functions:**

* Monitor and analyze wealth screening results to identify new prospects for gift pipeline and fundraiser portfolios.
* Conduct detailed research on top prospects (new and existing) to determine appropriate capacity ratings and philanthropic inclination.
* Working closely with the Chief Development Officer and Vice President of Principal Gifts, assign prospects to gift officers and monitor portfolio moves management process.
* Work with the IT team to maintain database integrity and run pipeline reports.
* Perform regular research on major and principal gifts prospects
* Identify and implement best practices to ensure that Birthright Israel Foundation’s screening and research capabilities are in line with professional standards and meet the organization’s needs.
* Keep abreast of key donors in the news, philanthropic trends, current economic and world events, and evolving prospect research/management practices and share that information as necessary.
* Utilizing Salesforce, create and maintain a comprehensive major gift prospect pipeline consisting of current and new donors.
* Develop and implement processes for prospect research requests;
* Evaluate, recommend the purchase and/or renewal of, and regularly review research resources, publications, services, and memberships for effectiveness, reliability, and comprehensive coverage.
* Maintain a comprehensive and working knowledge of the Foundation’s Salesforce database.
* Coordinate and lead Prospect Assignment Meetings;
* Other tasks and duties reasonably related to job responsibilities.

**Skills and/or Experience Required:**

* Minimum of 3 years’ experience in fundraising or a related industry, with significant research responsibilities;
* Deep understanding of key principles of major gift fundraising and an appreciation for the critical role of research in the fundraising process;
* Well-developed research skills and working knowledge of information search strategies and research tools;
* Ability to interpret, analyze, and summarize biographical and complex financial data;
* Exceptional communication (written/verbal) and organizational skills;
* Familiarity with the moves management concept and prospect management best practices;
* Sensitivity to highly confidential information and the need for discretion;
* Superior skills in Microsoft Word, PowerPoint, and Excel;
* Knowledge of Salesforce a significant plus;
* Highly energetic, positive, and proactive approach with an enthusiasm for prospect research;
* Collaborative work style and ability to influence people across an organization and drive results;
* Ability to prioritize and execute responsibilities in the face of conflicting requests and fast paced work environment;
* A passion for Jewish engagement and the mission of Birthright Israel Foundation.

**Physical Demands:**

* Regularly required to speak clearly and hear the spoken word well;
* Regularly required to physically operate routine office equipment such as telephones, computers, etc;
* Regularly required to utilize near vision ability to read data and documents, including spreadsheets and reports, in printed form and on computer screens.
* Ability to travel and valid driver’s license.

**Work Environment:**

* Noise level is consistent with levels usually present in an office environment.
* Hazards present are consistent with those common to an office environment.