

## Director of Prospect Development & Analysis

### The University of Rhode Island Foundation & Alumni Engagement

**The Overview:** The URI Foundation & Alumni Engagement (URIFAE) is seeking a director of prospect development & analysis who will play a pivotal role in driving the success of our organization by leading the development and execution of prospect identification, assignment, and management strategies.

Reporting to the assistant vice president, development, operations & strategy, the director will lead and manage a strategic and proactive prospect management program that reflects industry best practices. There will be a strong collaboration with the senior prospect research analyst as well as the Advancement Operations team under the leadership of the chief operations officer.

Additionally, the director will collaborate closely with, and provide high-level analysis and support for the vice president for development and the assistant vice president as it relates to gift officer productivity and prospect portfolio management.

URIFAE is an independent nonprofit organization that is affiliated with the University of Rhode Island (URI). It secures and manages contributions from alumni, parents, corporations, foundations, and friends on behalf of URI, engages alumni through programming and communication, and establishes collaborative relationships with companies to encourage access to University resources.

### Responsibilities:

- **Prospect Identification Strategy** – Focus on prospect identification and assignment. Execute a sophisticated strategy focused on prospect identification and constituent analysis, segmentation strategies and assignment; analyze the relationship between annual giving, engagement, and gift planning to determine factors that may appear to have a correlation or be a predictor for giving behavior. Seek to identify, evaluate, develop prospect pools for cultivation, and assign prospects that fit specific donor profiles or address specific campaign priorities, such as entrepreneurs and private business owners, existence of family foundations or giving through donor advised funds and top donors to relevant education and research initiatives.
- **Prospect Management & Proposal Management** – Develop plans and strategies for the management and expansion of the overall pool of prospects and donors through a broad range of proactive prospect identification and classification projects. Work closely with the fundraising teams to ensure that fundraiser portfolios are robust, contain strong, viable prospects, and are supported by a continual flow of newly identified and effectively rated prospects. Partner with prospect managers to lead efforts to ensure assigned portfolios are the correct size to meet individual activity goals and portfolios have confirmed ratings to meet individual fundraising goals. Provide oversight for prospect and proposal management policy development and best practices in collaboration with senior fundraising management. Inform policies and standards for tracking and analyzing highly rated prospects to improve prospect discovery, qualification and moves management. Participate in high-level prospect strategy sessions, prospect assignment and

portfolio optimization activities for and on behalf of the senior fundraising management team. Work with the vice president for development, and collaborate with the Advancement Operations team, to provide accountability and encourage use of existing report formats and develop new sets of management reports as needed for monitoring fundraiser activity and the proposal pipeline. Set the stage for more strategic use of data and provide a greater understanding of key performance indicators.

- **Prospect Research** – Collaborate with the senior prospect research analyst to provide advanced financial analysis assess and confirm capacity ratings to prequalify and segment prospects into various capacity and giving levels. Provide streamlined end-products, insightful reporting, and strategic financial analysis. Collaborate with frontline fundraisers to focus their efforts on prospects with the greatest philanthropic potential and inform and support cultivation and solicitation strategies. Evaluate prospect interests, behaviors and philanthropic giving potential based on a clear understanding of different donor types and fundraising techniques.
- **Ethics and Compliance** – Ensure compliance with ethical guidelines and industry standards related to prospect research, data privacy and information management. Stay abreast of legal and ethical considerations in prospect development and implement appropriate policies and procedures.

#### **Education/Experience:**

- A bachelor's degree is required. Proven experience (7-10 years) in prospect research, development, or related fields within the nonprofit sector— preferably in higher education.
- Strong knowledge of prospect identification techniques, data enrichment services, wealth screening, and philanthropic trends.
- Extensive experience managing projects, budgets, and financial reports, working with various technologies, including advanced knowledge and experience with project management software and Constituent Relationship Management (CRM) systems.
- Excellent analytical and problem-solving skills with the ability to translate data into actionable strategies.
- Strong interpersonal and problem-solving skills with attention to detail, and the ability to work with ambiguity and navigate a complex work environment.
- Exceptional communication skills, both written and verbal, with the ability to present complex information to diverse audiences.
- High level of professionalism, integrity, and ethical conduct. Demonstrated ability to work collaboratively and build relationships with stakeholders.
- Strong organizational, written, and verbal communication skills, and the ability to manage multiple projects simultaneously.
- Experience working with or leading teams, working independently as well as collaboratively to achieve goals, with a commitment to delivering exceptional customer service.
- Must possess a high level of professionalism and commitment to confidentiality with sound judgement and discretion.
- Proficiency at planning and setting meaningful objectives, integrating the work of prospect research into overall advancement goals.
- Ability to understand, communicate, and promote the strategic plan of the department.

If you don't fit all these qualifications, education, or experience, but believe you're still a great fit, feel free to apply and tell us why in your cover letter.

Salary: \$85,000 to \$100,000 based on experience.

**Join the URIFAE team!**

Join our team of advancement and engagement professionals. We offer competitive benefits, including medical, dental and vision, generous paid time off, and unparalleled retirement savings programs. For this position, the work schedule is three days in the office and two days of remote work. One benefit that URIFAE does not participate in is the University of Rhode Island tuition waiver program.

### **Applications**

Email your cover letter, resume, and salary requirements to [URIFAE-hr@etal.uri.edu](mailto:URIFAE-hr@etal.uri.edu).

To provide equal employment and advance opportunities to all individuals, employment decisions at URIFAE will be based on merit, qualifications, and abilities. URIFAE does not discriminate in employment opportunities or practices based on race, color, religion, sex, pregnancy, national origin, age, veteran status, physical or mental disability, sexual orientation, gender identity or expression, genetic characteristics or any other characteristic protected by law.