Prospect Research Specialist (Development/Fundraising)
American Bible Society - Philadelphia, PA

Job Purpose:
This position is an important component of ABS’ development efforts by supporting the divisions fundraising operations through the organization and execution of the research activities necessary to support an expanding major, signature and planned gifts fundraising program. The Prospect Research Specialist directly to the Manager of Prospect Management and Research who reports to the Managing Director GSI.

Essential Duties and Responsibilities:

• Support the Manager of Prospect Management and Research in achievement of producing research that will directly contribute to ABS reaching its fundraising goals (internally articulated as the “100/1 Goals”)
• Identify prospects for major giving from the donor database and external sources and specifically support the “Z Protocol” (the process by which Mission Advancement identifies and supports major financial partners in their funding of ABS ministry)
• Ensure the timely delivery of accurate prospect research findings to support ABS philanthropic Regional Advisors in qualifying, cultivating, and soliciting major and planned gifts. This research will be targeted to maximizing the value of the Target Analytics data and to providing maximum value to Identification and Qualification
• Support prospect management systems and practice; facilitate major and planned giving prospect tracking by verifying data, preparing reports, and pro-actively identifying stagnant prospects
• Produce regular reports showing the status of the prospecting effort
• Coordinate with other departments – especially the Database Management team – to insure the health and hygiene of prospect information
• Work in partnership with other ABS staff in support of the mission as needed and directed

Essential Skills: Minimum qualifications individual must possess when entering position:

• Ability to execute prospecting methodologies using tools such as donor list segmentation, data mining, and electronic screening
• Understanding of wealth indicators and knowledge to translate information into prospect ratings and gift estimates
• Strong analytical skills with conceptual knowledge of modeling and data analysis
• Skill in reading and interpreting financial, technical, and trade documents and journals including annual reports, real property files, court documents, and other public records
• Proficient knowledge of Microsoft Windows, Word, Excel, Outlook, and PowerPoint
• Strong knowledge of donor databases and ability to learn Blackbaud CRM
• Knowledge of major gift fundraising best practices and key concepts;
• Professional phone presence, excellent written and oral communication skills
• Strong interpersonal skills
• Highly motivated, self-starter with the ability to multi-task and set priorities
• Ability to work effectively with limited supervision

Qualifications/Education:

• Bachelor’s degree
• Experience in working or volunteering with a Christian non-profit
• Preferred experience in fundraising
• Preferred 1-2 years’ experience in prospect identification and prospect management
Working Conditions:
Office location in ABS Philadelphia, PA

Our mission is to make the Bible available to every person in a language and format each can understand and afford so all people may experience its life-changing message

Job Type: Full-time

Required experience:

• Strong analytical skills: 2 years

Required education:

• Bachelor's