



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546

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800-825-1926

mercyhurst.edu

Prospect Research Manager

Location: Remote

Department: Advancement

Reports To: Director of Advancement Services

Full/Part Time: Full-Time

Classification: Administrative

Closes: *Open Until Filled*

POSITION SUMMARY

Mercyhurst University is seeking an innovative, dedicated, and highly organized Prospect Research Manager to join our Advancement team. You will provide proactive and reactive prospect research on individuals and communicate this information to appropriate fundraising officers. This position offers the opportunity to work in a dynamic and collaborative environment, contributing to the university's mission of providing high-quality education and fostering community engagement.

DUTIES AND RESPONSIBILITIES

- **Quantitative and Qualitative Data Collection:** Use research tools such as wealth indicators, daily news screenings, push alerts, and donor lists to identify major gift prospects from alumni, parents, and others.
- **Reporting and Documentation:** Maintain accurate and up-to-date records of research findings and prospect information in the University's donor management system or database. Prepare prospect briefings for Presidential and Vice-Presidential meetings as requested.
- **Prospect Strategy Development:** Collaborate with the Vice President for Advancement and External Relations, Director of Advancement Services, and other team members to develop fundraising strategies, fundraiser portfolios, and executive travel plans.
- **Prospect Tracking and Moves Management:** Monitor and track the progress of prospect engagement, and fundraising efforts providing updates and recommendations as needed in Ellucian Colleague.
- **Compliance and Ethical Practices:** Ensure that all prospect research activities comply with ethical standards and applicable laws and regulations related to fundraising and donor privacy.

- **Training and Professional Development:** Stay updated on best practices in prospect research and fundraising to enhance the effectiveness of the department. Work with the Director of Advancement Services to select data append and wealth screening software.

EDUCATION AND EXPERIENCE

- A bachelor's degree from a relevant field of study preferred.
- Three to five years of experience in prospect or advancement research, or a comparable role with transferable skills including intelligence, business development, or market research.

SKILLS AND ABILITIES

- Two to three years' experience with advancement research software such as LexisNexis ZoomInfo, or ResearchPoint.
- Demonstrated strong computer skills, including proficiency with Microsoft Word, Excel, and PowerPoint.
- Experience adding and extracting ratings and proposal information from Ellucian Colleague is a plus but not required.
- Strong writing skills with preference to the demonstrated ability to communicate complex ideas in writing.
- Initiative and ability to maintain excellent records.
- Attention to detail and thoroughness in completing assigned duties.
- A willingness to work independently to assure project completion, and the ability to rally others in a team towards a goal.

This is a remote position. A candidate must demonstrate the ability to communicate and collaborate via technology including Outlook, Teams, SharePoint, etc. This position requires a high degree of discretion and tact, and the ability to manage and prioritize multiple competing projects and deadlines. Some weekend and evening hours may be required to meet deadlines.

WORK CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms and talk or hear. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move

up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state, and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate based on race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state, and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States.