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## Job Description

<b>Position Title</b>	<b>Manager of Prospect Research</b>
<b>Department</b>	<b>Development</b>
<b>FLSA Status</b>	<b>Exempt</b>

Founded in 1901, Brooklyn Law School is a vibrant intellectual community emphasizing teaching excellence with an innovative academic program designed to prepare our law students to practice law in many different sectors.

We strive to seek out and hire those individuals, both staff and faculty, who stand out in their field of excellence, wish to become part of the higher education community, and assist in providing the best support possible to our students.

### Position Summary

Brooklyn Law School is seeking an experienced Manager of Prospect Research to join our ambitious Development and Alumni Relations Team. Reporting directly to the Chief Advancement Officer, this position will collaborate with eight development and alumni relations colleagues and staff members from across the Law School to support engagement and fundraising goals. This position will be a critical member of the team as they will be called upon to provide details about possible donors sometimes with little notice.

**The Manager of Prospect Research will make an impact in many areas, with responsibilities and duties including, but not limited to:**

- Use a comprehensive array of research resources, including WealthEngine, to actively identify new prospects of significant capacity, including alumni, parents, friends, and others;
- In consultation with front-line fundraisers, will rate and prioritize prospects in terms of inclination and capacity and create prospect research profiles which include detailed biographic, financial, and philanthropic data;
- On an ongoing basis, screen event attendance lists to identify prospects;
- Analyze a variety of data to assess prospect capacity and correlate prospect interest to institutional priorities;
- Manage, enter, and ensure the accuracy of all research information in the Colleague data base and ensure the accuracy of the prospect assignment module in Colleague data base;
- Request, run, and analyze reports from Colleague and other sources;
- Special projects and other necessary duties will be assigned as needed.

## **EXPERIENCE AND QUALIFICATIONS**

Successful candidates must possess outstanding planning organizational and management skills, must be able to prioritize and successfully manage several projects while communicating with members of the development team, other internal departments (as needed) and external resources. This person must thrive in a fast-paced environment and work efficiently with a varying amount of direction and must have the ability to handle multiple tasks simultaneously.

### **Minimum Qualifications Required to Apply for the Position**

- Must be analytical and have strong problem-solving abilities as well as acute attention to detail;
- Excellent oral, writing, and communication skills;
- Experience working with databases, competency in Microsoft Word, Excel and Outlook;
- Familiarity with research tools including WealthEngine and complex data bases including Colleague (Ellucian) or similar platforms;
- Knowledge of best practices associated with stewardship and donor relations;
- Strong analytical skills;
- Willingness and ability to be part of a team which will advance institutional goals.

## **BENEFITS**

Brooklyn Law School has a competitive Total Rewards packages which includes Medical, Dental, Vision, Life & Disability Insurance, 403(b)Pension, Flexible Spending and Commuter benefits. We have a generous time off policy and promote a healthy work/life balance.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

- 2-4 years' experience performing research in a dynamic goal-oriented environment; ideally having performed research within a development/ alumni relations, public relations, or sales/marketing organization;
- Bachelor's Degree or higher required.

### **HOW TO APPLY:**

<https://www.brooklaw.edu/en/About-Us/Employment-Opportunities>

Email a **cover letter and resume** to the Law School to [developmentjobs@brooklaw.edu](mailto:developmentjobs@brooklaw.edu)

Please include the wording of Manager of Prospect Research in the subject heading. No phone calls, please. Applications will be considered on a rolling basis and resumes received without cover letters will not be reviewed.

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

It is the policy of Brooklyn Law School not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital status, genetic information, disability, veteran status, or any other legally protected status under federal, state, or local law. It is also the policy of Brooklyn Law School to take affirmative action to employ, and to advance in employment, all persons regardless of race, color, religion, sex, national origin, age, marital status, genetic information, disability, veteran status, sexual orientation, or any other legally protected status, and to base all employment decisions on legitimate job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, at all levels of employment.