



# Archdiocese of Baltimore Central Services Job Description

Job Title:	Prospect Development Manager
Grade:	
FLSA Status:	Exempt
Division/Office:	Advancement
Department:	Advancement
Reports To:	Senior Director of Advancement Services and Stewardship
Standard Hours:	Minimum 40 Hours per week

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## Description

The **Prospect Development Manager** (PDM) is responsible for prospect identification, prospect research, and relationship management to carry out the major fundraising programs of the Archdiocese of Baltimore (AOB). The successful candidate will understand how to build strong relationships across the organization and deliver superior research and present information in a strategic way to maximize financial support to the AOB, thereby becoming a trusted advisor to the Chief Advancement Officer and other archdiocesan leaders. The PDM will train and collaborate with fundraisers on relationship management policies, procedures, metrics, and strategy. Additionally, the PDM will share information, policies, and best practices with leadership on strategic development of fundraising portfolios.

The Prospect Development Manager supports the AOB by managing prospect identification and assignment services to facilitate the movement of donors through the annual, major, principal, and planned gift portfolios. This professional is responsible for ensuring that the research is accurate, comprehensive, and produced on a timely basis. The PDM provides the timeliest and most strategic prospect information available. This team member must be an excellent problem-solver, able to balance multiple priorities simultaneously.

### Essential Functions:

- Regularly seeks feedback from leadership and gift officers on the efficacy and success of prospect development processes, tools and strategies and making modifications as needed
- Assigns prospects into major gift portfolios and reviews these assignments on a quarterly basis
- Demonstrates strong proficiency in utilizing prospect and other data to make recommendations for prospect activity, strategy, and assignment
- Consults fundraisers in the management of their portfolio, actively participates in cultivation and solicitation planning, and presents research in a strategic way to help gift officers make the right ask
- Prioritizes research requests and determines the implementation plan and manages the roll-out of major prospect research projects such as wealth screenings
- Stays current on prospect identification techniques and works to integrate them into the routine processes at the AOB
- Manages budget related to research resources, analytics and data visualization tools, wealth screening services, and professional development
- Serves as a subject matter expert for relationship management systems and provides training to relevant team members
- Makes recommendations for the usage, tracking and storing of prospect data to assist gift officers in managing their portfolios and recording their activities
- Analyzes prospect data and reports to inform leadership decisions for long-term organizational planning, such as setting campaign goals, defining fundraising priorities, event planning and regional initiatives, and making staffing recommendations
- Builds relationships with advancement leadership and actively communicates system/culture/ behavior challenges and opportunities as they arise
- Demonstrates ability to identify, clarify and articulate project purpose, goals, and outcomes
- Demonstrates knowledge of strategic planning framework for project and change management planning

### Secondary Duties and Responsibilities

- Other duties and special projects may be assigned to meet department’s and the organization’s needs

### Experience, Knowledge & Skills Required

- Self-starter with an entrepreneurial spirit who can construct creative solutions
- Successful record of accomplishment of managing complex projects from start to finish
- Ability to influence the work of other team members while working collaboratively and collegially with all members of the AOB
- Ability and inner drive to adhere to best practices for fundraising, data integrity, and advancement principles and practices
- Demonstrate discretion and diplomacy, along with the ability to interact with internal and external clients and to maintain an irreproachable degree of confidentiality in all situations
- Excellent interpersonal and communication skills (verbal and written), including exemplary poise, tact, discretion and diplomacy when working with a wide range of constituents and diverse audiences



## ***Archdiocese of Baltimore***

### ***Central Services Job Description***

- Computer proficiency, particularly in MS Outlook, Word, Excel, and PowerPoint as well as well-developed database, spreadsheet, and word processing computer skills; ability to quickly learn and assimilate new systems and information
- Proven attention to detail, accuracy, and timeliness
- Excellent organization and follow-up / follow-through skills to ensure timely relationship and proposal management
- Ability to work independently and as a member of a high-functioning team
- Ability to anticipate needs and complete tasks proactively
- Pursue continued education programs to update job knowledge and expand personal network

#### **Minimum Education and Work History Experience:**

- A Bachelor degree or equivalent of four years' experience is required
- A Master's degree in a relevant field (examples include: MLS/MLIS, Nonprofit Management/Public Policy, Analytics/Data Science) is preferred
- A minimum of 2 years of work experience in the nonprofit development area
- Experience with and strategic use of at least one advanced CRM tool

#### **Other Required Qualifications:**

- Experience with integration of strategy into an organization's greater vision, mission, and goals
- Excellent verbal and written communication skills, including clear and concise ability to report and present information
- Adaptable when working independently as well as collaboratively with organizational leaders and other staff to define and achieve goals for the greater good of the organization
- Understanding and appreciation for the mission of the Roman Catholic Church within the Archdiocese of Baltimore
- Positive attitude, proven ability to work successfully with diverse populations and demonstrated commitment to promote and enhance diversity, equity inclusion and participation (DEIP) solicitation strategies and within the workplace

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