

Prospect Development Specialist

The National Park Foundation is hiring a detail- and process-oriented Prospect Development Specialist. The individual in this position is a member of the Philanthropic department, working closely with the principal and major gift and operations teams to provide a wide scope of current and historical information. This data will inform and influence major, principal, and planned gift portfolios and prospect pools; be the basis for short- and long-term strategic planning and provide supporting justification for the prospect pipeline and campaign planning/goalsetting efforts. Data sets include, but are not limited to, confirmed wealth and internal ratings information, philanthropic contributions and involvement, and other biographical data able to be delivered in a variety of formats. This position requires considerable focus on financial details and significant time processing and evaluating publicly disclosed asset information.

WORKING AT NPF

The National Park Foundation, in partnership with the National Park Service, enriches America's national parks and programs through private support, safeguarding our heritage and inspiring generations of national park enthusiasts.

In 1872 America did something unprecedented; it set aside more than one million acres of wilderness for the benefit and enjoyment of the people. For more than 100 years, citizen involvement and private philanthropy have helped to improve, preserve and protect America's national parks. Since it was established by Congress in 1967, NPF has sustained this legacy of private philanthropy. We are a small organization with a big mandate. Learn more about us at www.nationalparks.org.

RESPONSIBILITIES AND DUTIES

- Using research tools, best practices, and department operating procedures, research, analyze, and confirm wealth and asset information of individuals with a goal of reviewing 18-25 prospects per week. Help develop, monitor, and review the available pool of new fundraising prospects and existing donors.
- Following department operating procedures, conduct research on prospects by utilizing web-based research tools (Wealth-X, Research Point, Foundation Search, NOZA, SEC, and FEC filings, Market Watch, Forbes, Bloomberg Businessweek, major news outlets, credible websites, etc.), internal checklists, and internally-produced information to collect, analyze, and record philanthropic and biographical information.
- Lead and manage prospect review sessions and moves management systems for the principal and major giving teams.
- Support the Governance committee with necessary profiles and documents; help manage research queue for requests from the Office of the President, Philanthropy, and Corporate Partnerships.
- Serve as liaison for contracted research tools and services.
- Stay abreast of current local, national, and global events across several fields, especially in real estate, finance, and philanthropy.

- Assist with enhancing the integrity of donor records in the database.
- Perform other duties as assigned.

ESSENTIAL EXPERIENCE, SKILLS AND COMPETENCIES

The ideal candidate should have the following:

- Bachelor's Degree in Non-Profit Management, English, Business Administration, or any other major equivalent to liberal arts.
- Minimum of 3 years' experience in prospect research.
- Comfort managing projects – from process creation to follow-through.
- Membership in APRA, local APRA chapter(s), AASP encouraged.
- Responsible and ethical web-based browsing and ability to interpret fact from opinion.
- Demonstrated experience in working with financial and real estate asset valuation.
- Strong ability to sift through and evaluate large amounts of information.
- Ability to work in a fast-paced team environment and manage numerous tasks and deadlines as part of a service delivery unit.
- Proficiency in creating cogent, neat, readable, and comprehensive donor profiles and deliver information in a variety of formats, as needed.
- Exceptional written and oral communication skills.
- Strong critical thinking skills and detail-orientation.
- Knowledge and mastery of all basic Microsoft Office applications, Blackbaud databases, free and fee web-based information sites and applications.
- Willingness to work occasional nights and weekends as required.

DESCRIPTION OF PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to talk and hear. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; and stoop, and/or kneel. The employee occasionally must push and/or move up to 10 pounds. Specific vision demands required for this job include close vision and ability to adjust focus.

TO APPLY

If you know you are the perfect candidate for this position, we want to hear from you. Please submit your application through the National Park Foundation ADP portal found [here](#).

National Park Foundation is an Equal Opportunity Employer. Candidates of all backgrounds are encouraged to apply.