



## Job Description

**Job Title: Prospect Researcher**

**JTC: CQD**

**Salary Range: N05**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

The Prospect Researcher conducts complex and independent biographical, philanthropic and financial research on major gift donors and prospects. Identify prospective donors, including individuals, corporations, and foundations.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Proven ability to conduct complex financial and biographical research, using electronic databases, online search tools, and public documents to analyze and synthesize relevant information on prospects. Excellent research experience with advanced internet searching skills.

Ability to maintain strong, positive, collegial working relationships with staff, administrators, prospective donor investors and outside consultants. Ability to represent the District well and in a professional manner.

The ability to research employment, affiliations, educational background, charitable giving, income, stock holdings, interests, and qualify potential donor prospects. Must display a high degree of integrity and ethics-based decision making.

Uses tact, discretion, diplomacy, and has the ability to deal with confidential information. Commitment to ethical research practices. Knowledge of standard office and District policies and procedures.

Strong collegial interpersonal skills and the ability to communicate effectively both orally and in writing with individuals from diverse backgrounds and excellent time management skill with the ability to multitask.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree plus one (1) to two (2) years of experience in related field **or** Associate degree plus three (3) to four (4) years of experience in related field. Official transcripts required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs research functions to support the Foundations organization in efforts to identify, cultivate, solicit and steward gift prospects. Provides senior District leadership with background information based on executive research on pertinent community and workforce leader's organizations, business, and initiatives.

Conducts ethical research using both traditional and novel prospect techniques and tools which include, periodical and electronic resource screening or information provided by the prospect or their company/organization. Extracts key information to prepare profiles, briefings, and summaries for senior leadership to be utilized at key events and meetings.

Collaborates with gift officers and others, building strong relationships to manage proposals, projects, planned solicitation, and assignments. Creates logical, detailed and analytical reports that support planning and decision making.

Adheres to confidentiality of guidelines within the District and Association of Professional Researchers for Advancement (APRA). Continually improves skills and knowledge of online research resources, technologies, and methodologies.

Strong communication skills such as writing, listening and oral skills to collaborate with a variety of district constituents and individuals from diverse backgrounds. Excellent customer service skills experience.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*