

Manager, Prospect Management

Philadelphia Zoo, America's first zoo, is seeking a Manager, Prospect Management to join its growing Development Division. Reporting to Director of Development Administration, the Manager, Prospect Management provides comprehensive support for the Development Division's prospect management function, including prospect management processes, prospect information management, and prospect analysis and reporting.

Working closely with the Chief Development Officer, Chief Executive Officer and the front-line fundraising team, and under the direction of the Director of Development Administration, the Manager, Prospect Management proactively supports: the day-to-day prospect management workflow, the prospect review and planning function, and the tracking and analysis of prospect development strategies.

As part of a growing team within Philadelphia Zoo, the Manager, Prospect Management must demonstrate a team and campaign orientation to support the development of a "campaign-ready" environment.

Key Responsibilities:

- Plan and provide support for ongoing prospect review meetings, portfolio review sessions, and prospect assessment projects.
- Develop meeting agendas, pipeline reports, and other prospect review materials for front-line fundraising staff, including the Zoo's President and Chief Executive Officer and Chief Development Officer.
- Develop a framework that characterizes and assesses the strength and depth of the prospect pool, using both qualitative and quantitative measures.
- Develop and implement a standardized workflow for prospect identification and qualification, including for annual and major gift prospects.
- Develop reporting and accountability tools to support Division-wide identification and qualification goals.
- Implement and support a "moves management" scheme in collaboration with the Director of Development Administration and the Chief Development Officer.
- Track and report on prospect activity based on data and reporting standards developed and adopted by the front-line fundraising team.
- Coordinate and track the Division's prospect research pipeline, including prioritizing prospects for in-house and contracted research and follow-up.
- Organize and manage data improvement projects to support effective prospect management, including cohort-wide data cleaning, research profiles, and appending projects.

Required Qualifications:

- 5 or more years of professional experience in a fundraising context, including but not limited to prospect management, prospect research, donor relations, annual giving or similar area.
- Experience working with front-line fundraising staff.
- Experience and skill working with prospect and donor information systems and reporting tools, including Raiser's Edge or comparable systems.
- Experience summarizing and reporting prospect and fundraising information to support planning and decision-making.
- Analytical and quantitative skills appropriate for in-depth prospect assessment and analytics, including working knowledge of data analysis tools.
- Familiarity with 3rd party prospect research tools and datasets.
- Excellent interpersonal and communications skills. Must be able to facilitate prospect review and management within C-suite leadership.
- Experience with, and interest in, working in a fast-paced team-driven environment.
- Demonstration of Philadelphia Zoo core values
 - Act with integrity.
 - Help others.
 - Encourage candor.
 - Be a change agent.
 - Value differences.
 - Be passionate. Be proud.