



### **About Memorial Park Conservancy**

Memorial Park Conservancy (MPC) is committed to restoring, preserving, and enhancing Memorial Park, the signature urban park of Houston. The staff is a diverse team of dedicated people with a wide range of talents and interests, both professionally and personally. We work together to create an environment where people are valued, treat each other with respect, understand the Conservancy's strategic direction, and are motivated to come in and give their very best every day. Memorial Park Conservancy is thrilled to have been named one of "Houston's Best and Brightest Companies to Work For" in 2019.

As stewards of Houston's largest urban park, Memorial Park Conservancy is proud to serve the most diverse city in the nation. We embrace diversity, equity, and inclusion in carrying out our mission to preserve, restore, and enhance Memorial Park for all Houstonians, today and tomorrow. Our organization is strengthened when our staff, board members, partners and volunteers bring their unique voices and perspectives to their work for the Park each day.

### **Position: Prospect Development Manager**

**Salary:** \$70,000- 75,000

**Reports to:** Assistant Director of Development Operations

**Overview:** This position will be responsible for researching and analyzing prospects for annual and major giving programs and managing stewardship efforts for Memorial Park Conservancy supporters. The Prospect Development Manager consults directly with the Assistant Director of Development Operations to maintain strategic portfolio analysis, provide moves management support, conduct prospect research, and manage donor affinity stewardship efforts. The person in this role has a strong understanding of philanthropy and fundraising, robust data analysis experience, and is a strategic thinker and problem solver.

### **Responsibilities**

- Prospect Research
  - Create detailed research products and written profiles as necessary to support the strategic fundraising efforts of MPC.
  - Conduct financial and biographical research and analysis of individual, corporate and foundation donors and prospects using a variety of sources, tools and techniques.
  - Use creative research techniques to provide high-level research on individuals, corporations, and foundations using a wide variety of biographical, organizational and financial sources, including online databases, Internet websites, library and government resources and other external repositories of public information to identify prospects.
  - Analyze the movement of prospects through the solicitation cycle; prioritize prospects for outreach.
  - Support Assistant Director of Development Operations in conducting strategic portfolio reviews with frontline fundraisers and provide actionable recommendations
  - Proactively support development priorities with research and synthesize data into concise insights
  - Identify, update, and ensure CRM data accuracy with constituent and relationship information
  - Verify capacity ratings through financial data analysis
  - Maintain confidentiality of constituent information
  - Track research findings in RENXT and assist with organization-wide efforts to acquire and maintain institutional data according to best practices in data management.
- Stewardship
  - Manage donor affinity segments and produce recurring reports to ensure proper donor stewardship.



- Develop and manage tailored stewardship strategies for high net-worth individuals, foundations, and corporate donors, focusing on relationship building.
- Partner with the Senior Director of Development and the Assistant Director of Development Operations to shape donor strategy for individual fundraising efforts, including major gifts, affinity groups, annual appeal campaigns, and signature events.
- Maintain program evaluations on the success of stewardship efforts, making data-driven adjustments to enhance donor retention and satisfaction.
- Assist with donor stewardship inventory and ordering; coordinating design updates as needed.
- Assist and support all Development department activities and perform other duties as assigned.

### **Skills and Qualifications**

- Ability to identify and qualify prospects for philanthropic engagement through creating in-depth research profiles in support of major gifts and/or principal gifts environment.
- Demonstrated ability in research techniques such as prospect identification, data mining, and relationship mapping.
- Ability to read and interpret business, government & legal documents (IRS Form 990, SEC filings, property assessments, etc.).
- Strong written and verbal communication skills.
- Familiarity with push technology resources and proprietary screening tools.
- Ability to analyze, interpret, synthesize and present complex information effectively.
- Excellent organizational and time management skills; ability to manage multiple projects and deadlines and adapt to shifting priorities.
- Strong experience with fundraising CRMs (RE NXT), data visualization, and online information and screening services such as Foundation Search, Prospect Insights, ResearchPoint, iWave, etc.
- Professionalism and discretion in handling confidential donor and prospect information.
- Maintain active awareness of the important news and events related to philanthropy.
- Adaptable to new technologies and changing environments
- A team player, willing to take on whatever tasks are needed to reach a goal.
- Embraces and models the collaborative, positive culture that is the hallmark of MPC. Able to thrive and learn in a fast-paced environment and adjust to changing organizational priorities.

### **Requirements**

- Five or more years of experience in prospect research, development operations, or fundraising,
- Raiser's Edge or similar CRM experience required
- High proficiency in Microsoft Office Suite
- Strong research and writing skills with attention to detail
- Highly organized with a professional demeanor
- Ability to present information concisely and effectively, both verbally and in writing to all levels of the organization
- Excellent organizational and time-management skills
- Ability to work under pressure with tight deadlines
- Ability to be flexible and manage multiple projects to achieve desired outcomes
- Ability to work collaboratively and effectively, both individually and within a team
- Excellent interpersonal skills and demeanor when interacting with donors, volunteers, and colleagues
- Ability to occasionally work evenings or weekends to support fundraising events and activities

To apply to this position, copy this link and paste in a new window: <https://recruiting.paylocity.com/recruiting/jobs/Details/3265679/Memorial-Park-Conservancy-Inc/Prospect-Development-Manager>



- Understand and affirm the mission of Memorial Park Conservancy

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