
Job Title	Manager of Development Operations and Prospect Research
PVN ID	QC-1710-002145
Category	Managerial and Professional
Location	QUEENS COLLEGE
Department	Office of Institutional Advancement
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jul 30, 2018 (Or Until Filled)

General Description

Queens College's Office of Institutional Advancement is seeking a dynamic manager of development operations and prospect research to coordinate, monitor, evaluate and enhance the workings of various areas within the Office of Institutional Advancement. Reporting to the Executive Director of Development and supervising a small staff, the Manager will be responsible for ensuring and improving the performance, productivity, efficiency and profitability of organizational and fundraising operations. In addition, the Manager shall oversee and direct prospect research and prospect management efforts in the office.

Other Duties

Specifically the Manager of Development Operations shall:

- Direct and organize QC's prospect management and prospect research operations. This includes hands-on work creating and updating prospect profiles, generating new leads and prospect lists, creating event briefings for key staff members, implementing database screenings when necessary, and managing all electronic and hard copy records in the office.
- Update and manage Raiser's Edge records for members of the pipeline. Assist with gift entry and updating biographical information and demographics data for these constituents.
- Use standard metrics and other relevant tools to evaluate the quarterly productivity and return on investment for programs related to the major gifts unit, the annual fund, planned giving, special events, alumni affairs, donor relations and general fundraising operations.
- Continuously improve the quality of alumni and donor data. Assist with general database management (over 159,000 records), records maintenance, coding, formatting, updating and reporting.
- Regularly prepare queries and reports for the senior advancement staff.
- Work as part of an integrated management team to establish overall goals and strategies for increasing

private support to Queens College.

- Implement the provision of effective fundraising methods and strategies that are in line with industry best practices.
- Manage external services and subscriptions for the office.
- Oversee database screenings and other procedures related to prospect management.
- Provide staff with basic training related to procedures and research.
- Position front-line fundraisers for success in relationships with donors, potential donors, volunteers and other supports by providing accurate and updated information, participating in strategy meetings and providing recommendations and information pertinent to successful cultivation efforts.

Qualifications

BA required. Must have a minimum of three years of prospect research and prospect management experience using Raiser's Edge. Fundraising operations experience preferred. Management experience strongly preferred. Candidate should be a team player, and must possess a strong work ethic, proactive nature, and passion for their work. Pleasant and collegial personality a must. Salary commensurate with experience.

Please include a cover letter with your resume.