

101 Vera King Farris Drive | Galloway NJ 08205-9441  
[stockton.edu](http://stockton.edu)

**Title:**

Associate Director of Prospect Research (Unclassified)

**Requisition Code:**

492443

**Location:**

Galloway – Main Campus, New Jersey, United States

**Job Category:**

Unclassified Managerial

**Department:**

Advancement Services

**Salary:**

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package

**Work Hours:**

M-F 8am-4pm

**Posted Date:**

5/1/23

**Close Date:**

N/A

**Overview:**

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at [www.Stockton.edu](http://www.Stockton.edu).

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

### **Brief Job Overview/Summary:**

Reporting to the Assistant Vice President of University Advancement, the Associate Director of Prospect Research is responsible for proactive and directed prospect research and portfolio moves management strategies, providing analysis of individuals and organizations to inform development strategies and advance potential donor relationships and identify new potential supporters. The position will manage a number of fundraising portfolios assigned to university leadership and development officers. The Associate Director of Prospect Research responds to research requests in a timely manner, utilizing a variety of databases and analytical tools, synthesizing information and generating user-friendly profiles and reports. As part of a collaborative team, the Associate Director of Prospect Research coordinates with Development staff and others to ensure industry best practices are followed and that prospects are strategically assigned to portfolios. This position plays a critical role in the overall success of the fundraising program.

### **Descriptions of Essential Duties/Responsibilities:**

- Using various electronic and print resources, develop and synthesize information on prospects (including individuals, corporations, and foundations) to produce clear profiles/biographies of their backgrounds, career, philanthropic interests, and nature of the relationship to the University
- Undertake financial analysis of prospects and donors' known wealth indicators to assess potential philanthropic capacity
- Conduct proactive research to identify new potential major and principal gift donors using data mining, screening, and other methods
- Proactively track and disseminate donor and prospect-related information. Monitor news and publicly available financial data on prospects from SEC filings, press releases, and other sources
- Analyze various geographic areas and industries to ascertain the University's strength and fundraising viability in particular sectors
- Update information in the Ellucian CRM Advance donor database following established data standards. Ensure moves management best practices are followed
- Strategize and partner with the Development team to support the expansion of high-capacity portfolios
- Maintain proficiency with standard prospect research resources (electronic, print, and other) and stay abreast of new resources and technologies
- Provide Ellucian CRM Advance reporting support on prospect-related data and track research activity for internal prospect research metrics
- Safeguard the confidentiality of constituent information at all times by adhering to the Foundation, University, and the Association of Professional Researchers for Advancement (APRA) ethical and privacy guidelines
- Other duties as assigned

### **Required Qualifications:**

- Bachelor's Degree from an accredited institution
- Two years of professional experience at a non-profit; education or related organization
- Proficiency with query and analysis techniques and tools used to modify, retrieve, manipulate, and report on information stored in relational database management systems

### **Preferred Qualifications:**

- Master's Degree from an accredited institution
- One of more years of experience in Development Research, market research or a comparable field
- Experience with Ellucian CRM Advance, Banner, or similar CRM
- Experience with development specific research tools such as GG&A DonorScape, AccuData Alumni Finder, Lexis-Nexis, iWave, and LinkedIn Sales Navigator

### **How To Apply:**

To apply please visit <https://employment.stockton.edu> or click the "Apply" button.

**SAME APPLICANTS:** If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.

Only electronic documents will be accepted. Please complete the online application and include three professional references in addition to the following required documents. All required documents (Microsoft Word or PDF) must be submitted in order for your application to move forward.

- A letter of interest describing qualifications and accomplishments
- Current resume or curriculum vitae
- Unofficial Graduate transcripts

Click [here](#) to apply. Email all necessary documentation to [Stockton.SAME@stockton.edu](mailto:Stockton.SAME@stockton.edu).

\*Subject line must include position title/SAME Program.

### **Please note:**

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit [http://www.stockton.edu/affirmative\\_action](http://www.stockton.edu/affirmative_action) for information on Stockton's Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.

- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASF SR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASF SR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.