FISK UNIVERSITY
Job Description Form

Position Title: Prospect Researcher and Events Coordinator

Department: Advancement Services

Reports To: Director of Advancement Services

FLSA Designation: Exempt

Bargaining Unit Position: No

Date Written/Revised: November 2015

POSITION SUMMARY

Experienced professional with ability to conduct prospect research on prospective donors and prepare reports for fundraising staff and volunteers, and to plan, manage and implement special events in a busy special events environment. Coordinates up to 40 events per year. Possesses ability to anticipate project needs, discern work priorities, and meet deadlines, and be willing to work evenings and weekends, as needed. The Prospect Researcher and Events Coordinator provides outstanding customer service, is an enthusiastic professional, and is able to build relationships with internal and external constituents.

ESSENTIAL FUNCTIONS

Prospect Researcher

- Gather and retrieve information from a variety of resources and reference sources; interpret detailed legal, financial, technical, and trade documents, including securities transactions and real property files.
- Provide both requested research and proactively provide information on prospects uncovered by research.
- Analyze and organize information to identify philanthropic patterns and relationships among individuals, corporations, and foundations.
- Prepare background summaries that provide interests, university affiliations, and estimates of financial capacity to guide the development of cultivation and solicitation strategies by development officers.
- Identify potential donors from online databases, internet sources, and printed materials.
- Proactively uncover new prospects and provide prospect lists at the request of development officers for approved projects.
- Include/maintain prospect information in Raisers’ Edge database, including initial data entry and report generation.
- Update and maintain biographic information in database.
- Work collaboratively with development officers to assess research priorities and strategies for major and leadership gifts, and campaign efforts.
- Prepares materials and reports on prospects and fundraising initiatives for management review.
- Coordinate with development officers, deans, and department chairs to provide information in preparation for donor visits; implement and coordinate donor recognition events to ensure
consistency; participate in review sessions and in developing major and leadership gifts’ strategy to ensure appropriate stewardship and recognition plans are in place.

**Event Coordination**

- Assist with negotiations for space contracts and book event space, arrange food and beverage, order supplies and audiovisual equipment, make travel arrangements, order event signs, and ensure appropriate décor (florals, linens, color schemes, etc.) to meet the quality expectations of the Division of Institutional Advancement and Fisk University.
- Aggressively gather information on each project to achieve quality event productions.
- Conduct research, make site visits, and find resources to help staff make decisions about event possibilities.
- Create and revise room layouts for each event.
- Propose new ideas to improve the event planning and implementation process.
- Serve as liaison with vendors on event-related matters.
- Assist with managing on-site production and clean-up for events as necessary.
- Prepare nametags, materials, notebooks, packages, gift bags, registration lists, seating cards, etc.
- May serve as the primary point of contact for selected events.
- Attend all meetings related to events that are under the responsibility of the Division of Institutional Advancement and when appropriate, may chair event-related organizational meetings with volunteers and staff.
- Record and prepare reports for distribution to all appropriate individuals as needed.
- Maintain and manage registration areas for all events and identify all volunteers and venue personnel and staff for those events; close out all events as required.
- Assist with preparing budgets and provide periodic progress reports for each event project.
- Generate all requisitions and reports related to event finances.
- Attain proficiency in Events Management, Blackbaud's events tracking module of Raiser's Edge, to help manage all aspects of events including but not limited to producing invitation lists, recording RSVPs, and producing lists of attendees.
- Coordinate appointments and visits to spaces, and ensure that events are on the University and divisional calendars.

**SECONDARY FUNCTIONS**

In addition to the performance of essential functions, this position may be required to perform varied high level functions, with the percentage of time performing each function to be determined by the Director of Advancement Services and/or the Vice President for Institutional Advancement, based upon the particular requirements of the Division of Institutional Advancement, the University and/or the specific project underway.

- As time allows, prepares and/or assists with preparation of correspondence, reports, studies and other materials, which originate with the Director of Advancement Services.
- Provides routine administrative support necessary for the efficient operation of the Department of Advancement Services including but not limited to becoming proficient in the use of Raisers’ Edge in order to update information in constituent records in the database when requested, taking minutes, and maintaining files.
- Promotes the mission of Fisk University in a professional manner.
- Participates in professional development activities that support the position and its role in the Department of Advancement Services and the Division of Institutional Advancement.
- Performs other duties as needed or assigned by the Director of Advancement Services and/or the Vice President for Institutional Advancement.
ORGANIZATIONAL RESPONSIBILITY

No direct reports.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work independently and collaboratively in a fluid organizational environment
- Ability to maintain confidential information with tact and discretion
- Understanding of the importance of setting a proper tone for the Department of Advancement Services and the Division of Institutional Advancement
- Minimum of 3-5 years of experience with Word, Excel, PowerPoint and Internet Explorer
- Outstanding verbal and written communication skills;
- Excellent interpersonal and organizational skills with strong attention to detail
- Ability to work with a wide variety of constituents
- Ability to be flexible, highly adaptive to change, multitask, and manage multiple projects
- Possesses energetic and ambitious personality

QUALIFICATIONS

Education: Bachelor’s Degree from an accredited college/university required; master’s degree preferred

Experience: Five years of managerial or leadership support experience required; Experience within an educational setting preferred.

Licenses or Certificates: None required.

Additional Requirement: A background and/or credit check will be required of the successful applicant. An official transcript (if applicable) and names, addresses and phone numbers of three (3) references will be required of the successful applicant.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.