

<b>JOB TITLE:</b>	#1336 Prospect Manager & Research Coordinator
<b>OPEN TO:</b>	This job is open to all applicants.
<b>LOCATION:</b>	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
<b>SALARY:</b>	\$3,407.00 monthly minimum
<b>STATUS &amp; HOURS:</b>	Full-time, regular (2,088 annual hours) position.
<b>CLASSIFICATION:</b>	08L Professional
<b>HIRING MANAGER:</b>	Senior Program Manager, Development Operations & Annual Giving
<b>POSTING DATE:</b>	October 28, 2016
<b>DEADLINE DATE:</b>	Application materials must be received by November 11, 2016.
<b>SUPPLEMENTAL FORMS:</b>	Not required for this position.

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for a Prospect Manager & Research Coordinator to implement and maintain the department’s prospect research program by researching prospective donors to assist in generating increased levels of philanthropic support for the Minnesota Historical Society.

**SUMMARY OF WORK:** 1) gather, interpret, analyze and synthesize prospect research information from internal and external sources; 2) track Gift Officer assigned prospects; 3) identify and qualify potential new (unassigned) prospects; 4) coordinate the Development department’s constituency database in all matters pertaining to prospect research and management; 5) support North Star Circle and Major Gifts events; and 6) provide work direction to research volunteers as needed.

**MINIMUM QUALIFICATIONS:**

- Bachelor’s degree or equivalent in history, social science, business administration or related field plus three years program experience or equivalent OR an advanced degree plus two years program experience.
- Knowledge of a broad range of research techniques including the traditional text and periodic based research, searching of computerized databases and use of other sources such as the Internet, census data and other public records.
- Demonstrated ability to define relevant and strategic information and to analyze data in support of prospect development.
- Demonstrated ability to conceptualize and develop proactive prospecting methodologies in support of organization goals.
- Demonstrated ability to communicate effectively with people who request information and with those from whom information is sought.
- Demonstrated ability to understand wealth indicators and to translate this information into prospect ratings and gift estimates.
- Understanding of the role that information and relationships play in donor development throughout the cultivation cycle.
- Demonstrated ability to understand business terms documents, and practices; tax documents such as IRS form 990, deeds, and property tax assessments.
- Knowledge of volunteer roles, identification, training, recognition and support.

**DESIRABLE QUALIFICATIONS:**

- Knowledge of ethics statements by the Association of Professional Researchers for Advancement and other appropriate associations.
- Awareness of the different units (e.g. annual giving, campaigns, major gift fund raising, grants, and stewardship) within the overall fund-raising program and the differing levels of support and services provided from prospect research and moves management systems.
- MNHS institutional knowledge including mission, history, programs, goals and philosophy, funding needs and goals and current trends in philanthropy as they relate to the Society.

**TO APPLY:** Submit *MNHS Application for Employment*, (available at [www.mnhs.org/jobs](http://www.mnhs.org/jobs)), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

<b>Attn:</b> [Fill in Job Title] <b>Minnesota Historical Society</b> <b>345 Kellogg Boulevard West</b> <b>St. Paul, MN 55102-1906</b>	<b>Attn:</b> [Fill in Job Title] <b>Email:</b> <a href="mailto:humanresources@mnhs.org">humanresources@mnhs.org</a>	<b>Attn:</b> [Fill in Job Title] <b>Fax:</b> 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

**Applications will be acknowledged**

**- No phone calls please -**