

## **Prospect Researcher**

ALSAC/St. Jude Children's Research Hospital

Memphis, TN

Salary Range \$53,150-\$65,150

Job Description:



- Responsible for identifying prospective individual, corporate and foundation donors consistent with organizational priorities and objectives in order to support ALSAC marketing departments through the discovery needed to properly approach potential and current donors and meet the ongoing fundraising goals of the organization.
- Requires a professional with strong analytical and data-mining skills.
- Requires strong knowledge and expertise in internet research and analysis; formulating an on-line search strategy and executing it directly as well as the ability to successfully and succinctly organize and communicate the research findings.
- Requires critical thinking and writing skills related to conceptualizing and developing proactive prospecting methodologies to support organization's goals; identifying prospects through constituent list segmentation, electronic database screening; understanding wealth indicators, including income (estimated or public), assets such as property and inside stockholder data, luxury items, valuable collections, philanthropic activity and private foundations.
- Must be proficient in business terminology and have knowledge of government documents such as IRS Form 990s, SEC filings, deeds and property tax assessments, and legal documents such as wills and charitable trusts.
- Must be able to provide financial analysis using insider stock holdings, property holdings, and probate documents, and search corporations using annual reports and corporate documents to provide research on potential donors.
- Must be able to utilize comprehensive database software for prospect research. Experience with researching foundations. Strong writing skills essential. Extensive Windows-based computer experience and database skills needed.
- Must be task oriented and organized, have good follow through and analytical abilities, good time management skills, excellent communications skills, creativity, initiative, and able to work effectively as a member of the team, as well as independently; understand complex verbal or written instructions; knowledge ordinarily acquired through a Bachelor's degree and 5 years related work experience required.
- Must possess a valid driver's license.
- [https://alsacstjude.wd1.myworkdayjobs.com/en-US/careersalsacstjude/job/NEO---Tamer-Rashid-Building/GP-Prospect-Researcher\\_R0002988?sc\\_icid=alsac-jobs-hero-btn-jobs](https://alsacstjude.wd1.myworkdayjobs.com/en-US/careersalsacstjude/job/NEO---Tamer-Rashid-Building/GP-Prospect-Researcher_R0002988?sc_icid=alsac-jobs-hero-btn-jobs)

## **About Us**

ALSAC exists to raise funds and awareness for St. Jude Children's Research Hospital. Our staff is dynamic and diverse. Our skills are different, our professions are varied; but our mission is the same: support the lifesaving mission of St. Jude. It's more than a job; it's a place where you can do what you love, and love why you do it.

- #1 Hospital Charity in the Nation
- #1 Health Non-Profit Brand of the Year

- 94% of Employees Agree ALSAC is a Great Place to Work
- Ranked a Top 10 Non-Profit Organization by Revenue

**ALSAC is an equal employment opportunity employer.**

ALSAC does not discriminate against any individual with regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, transgender status, disability, veteran status, genetic information or other protected status.