



JOB ANNOUNCEMENT
Manager, Prospect and Research Services

South Coast Botanic Garden, an 87-acre urban oasis in Palos Verdes, is seeking a Prospect and Research Services Manager.

If working with data is your "jam" and you "dig" supporting front-line fundraisers and collaborating with fellow enthusiastic team members, we would be thrilled to hear from you.

Despite the pandemic, South Coast Botanic Garden thrived as the community rediscovered the rejuvenating powers of nature. Determined to provide nature access to the widest possible audience, the organization expanded its services and hosted more visitors than ever through the launch of the GLOW nighttime light experience and the SOAR butterfly pavilion. With the unveiling of the stunning Bohannon Rose Garden, a show-stopping 400-square foot Living Wall, and the arrival of Hide and Seek, a long-term exhibition of eight remarkable large-scale works of fine art sculpture, the Garden has significantly elevated its presentation of ornamental horticulture. There is even more excitement to come with a long-range Vision Plan that will reimagine the entire guest experience, including the creation of a 3.5-acre Children's Garden and a 17-acre Water Garden, a new Welcome Center, and a Native Plant Garden. **There's never been a better time to join this team of dynamic, diverse, entertaining professionals!**

POSITION TITLE: Manager, Prospect and Research Services

REPORTING RELATIONSHIPS: Reports to Director of Development Regularly collaborates and works alongside cross-departmental teams.

SUMMARY DESCRIPTION OF POSITION: The Manager of Prospect and Research Services will have a passion for public gardens and/or cultural attractions and is a key member of the Development Team, serving in a critical role for South Coast Botanic Garden Foundation. The Manager of Prospect and Research Services will possess excellent database management and prospect research knowledge, be a skilled communicator while managing multiple priorities, and foster collaboration with colleagues while supporting the Development Team. The Manager of Prospect and Research Services will actively contribute to the qualification and identification of donor prospects to support the Development Team's efforts in cultivating a robust corporate, foundation, major, and planned gifts pipeline. This person will conduct prospect research, provide prospect management support, and maintain the accuracy and confidentiality of the CRM, Blackbaud Altru.

RESPONSIBILITIES

Prospect Research and Database Management

- Prioritize the integrity of constituent information in Blackbaud Altru
- Manage prospect data entry, including constituent information, contact reports, prospect plans, research reports, and profiles
- Develop a procedure for the prospect research and query request processes
- Review current process to implement a procedure for donor prospect plans and profiles in Blackbaud Altru with accuracy, timeliness, and attention to detail; prepare event bios
- Track and maintain donor prospects for individual prospect plans through Blackbaud Altru's moves management system; make recommendations for best practices with Altru's moves management system
- Generate a pledge payment process for implementation Fundraising Support
- Create a process to identify new prospects through the data mining of new membership and Garden Circle acquisitions, gift reports, and prospect leads from the Development Team
- Assist with communication and scheduling meetings with sponsors and prospects
- Assist with calendar management, scheduling Development Team meetings, answering phone calls, replying to emails, and other related activities
- Assist the Development Team with the preparation and production of proposals ready for donor and sponsor meetings
- Assist the Director of Institutional Giving with scheduling, development, and submission of selected grant applications
- Assist the Development Team members with departmental budgets, processing reimbursements, ordering office supplies, and submitting purchase orders
- Support on-site and off-site fundraising, membership, and stewardship events
- Provide administrative support for the Development Team

REQUIREMENTS

- Excellent attention to detail and strong responsibility for a high-quality work product
- Strong time management and deadline management skills
- Ability to work independently
- Excellent written, communication, and interpersonal skills
- Communicate with the Development Team on any database updates in regards to best practices and systems
- Ability to thrive in a fast-paced entrepreneurial environment and to anticipate and support the needs of the Development Team

QUALIFICATIONS

- Bachelor's degree in Business Management or equivalent work experience preferred
- Strong knowledge and experience in database management, preferably Blackbaud Altru
- Preferred 1 – 2 years of experience in donor research, prospect management, and creating prospect profiles
- Preferred experience in Moves Management
- 1 – 2 years of experience working in the development back office
- Proficiency in Microsoft Excel, Word, PowerPoint, and Google Workspace

Position is full-time (40+ hours), non-exempt. Must be available on weekdays, some weekday evenings, some holidays, and some weekends. Pay range is \$43,000-\$50,000, DOE. Please send your cover letter and resume to Audra Platz at audra@scbgf.org to apply