



## Job Opportunity

# Associate Director of Prospecting & Acquisition

<b>Location</b>	Remote within the US
<b>Type</b>	Salaried, Full-time
<b>Supervisor</b>	Sr. Director of Philanthropy

## JOB PURPOSE

This position is responsible for systematic identification, determination, analysis, and maintenance of relevant information on major gift prospects. The incumbent analyzes, interprets and formats biographical, professional, and financial information needed to facilitate the solicitation of private funds from individual and institutional donors by the organization's Major Gifts team.

## CORE CHARACTERISTICS

These principles guide and identify us as colleagues and representatives of Living Water:

- Honor God
- Develop People
- Pursue Excellence
- Be Good Stewards

## KEY TASKS AND RESPONSIBILITIES

- Research, verify and analyze biographical, financial, and philanthropic information on individual, corporate, and foundation donors and prospects. Proactively identify prospects and donors for increased giving to Living Water International.
- Prepare concise, in-depth profiles on individuals, corporations, and industry sectors for use by CDO and NPG staff for fundraising activities and cultivation events.
- Identify connections between LWI Board, key volunteers, senior leaders, and donors/prospects.
- Post information in the donor database; assist with managing prospects, exploring enhanced use, and in maintenance of data in the Salesforce.
- Determine wealth indicators and liabilities and uses data to provide appropriate financial capacity ratings.
- Utilize a variety of research techniques and resources to prepare background reports, profiles, and other information.
- Assist with the identification and assignment of new potential prospects to major gift officers. Serves as organization's lead for the distribution of all prospect contact information to appropriate NPG staff based on geographic location, gift capacity and source of contact.
- Maintain the confidentiality of sensitive information and upholds the Donor Bill of Rights and other ethical standards.
- Assist Strategy & Innovation team with investigating new research tools.

- Assist with projects related to research, prospecting, operations, and cultivation events.
- Serve as a secondary point person working with the Director of Cultivation Events.
- Primary point of contact for all prospect information entering the organization
- Serve as the disseminator of contact information received via Money for Ministries requiring follow up.
- Track prospects and donor contacts in portfolio using organization tools and tracking methods via Salesforce.
- Track conversion rates from prospect to donor.

## EDUCATION / EXPERIENCE / SKILLS

- Bachelor's degree required
- Advanced degree such as MDiv, ThM, or MBA preferred
- 4 year's relevant work experience in fundraising and/or the major gift space
- Verifiable track record of prospect research and conversion rates
- Strong computer skills including knowledge of subscription databases, fundraising databases, targeted Internet searches and spreadsheets
- Experience interacting with churches and or other faith-based organizations
- Knowledge of rapidly developing trends in major gifts and high net worth investor charitable activities
- Ability to follow ethical standards, utilize discretion in dealing with sensitive and confidential information.
- Familiarity with research techniques; willingness to learn how to use new resources
- Multi-cultural communication skills and experience, as well as strong intuitive skills and curiosity

## More about Living Water

Living Water International exists to demonstrate the love of God by helping communities acquire desperately needed clean water and to experience “living water”—the gospel of Jesus Christ—which alone satisfies the deepest thirst. We mobilize churches and communities through water access, sanitation, and hygiene (WASH) interventions to increase the physical, spiritual, and social wellbeing of the most vulnerable in communities around the world. With over 300 global staff, we currently work in 18 countries and have provided access to safe water to nearly 6.5 million people.

## We Offer

- Generous PTO, vacation, and holidays
- Retirement/403(b) with match
- Medical, vision and dental benefits
- Group Life, STD, LTD and AD&D (Employer paid)
- Opportunities for professional development
- Spiritual care and formation program
- Employee assistance program
- Casual dress code