

**Database and Prospect Research Coordinator
Midwest Province of the Society of Jesus — Chicago, IL**

Assist the Advancement Director of Information Management and Services in building a structure and processes to enhance and safeguard the integrity of the database across platforms:

- Manage, update, and maintain constituency records in Raiser's Edge to reflect information based on the most recent version of the directory and update records as published in province newsletter.
- Maintain and update biographical and demographic records for constituents in Raiser's Edge such as but not limited to addresses, marital status, and deceased updates for constituents and non-constituents linked to other records.
- Assist with database updates such as NCOA, email append, and phone finder in conjunction with Blackbaud's data health enhancement utilities (duplicates, OLX bounce-backs, NCOA screenings, RE procedures manual).
- Maintain database tables and codes to ensure code is current and valid, such as to reflect proper segmentation of mailing lists and donor lists for publications, event invitations, prospect/portfolio reviews, and other lists as required.
- Perform database audits on a regular basis, ensuring standardization in naming conventions for reports, queries, exports, and the use of table codes in conjunction with the TAB it resides. Perform a wide array of data clean-up such as unused reports, queries, and exports inherited from former users.
- Maintain and update documentation on various processes and procedures and manage user securities for all platforms associated with Raiser's Edge, Lockbox, and Papersave.
- Assist the Director of Advancement of Information Management and Services in overseeing the gift processor in ensuring Lockbox, Papersave, and gift batches are functioning efficiently for gift entry on a timely basis. Ensure that gift processing systems and procedures are in place in accordance with the highest accuracy and integrity of gift recording, acknowledgment, and analytics. Perform gift entry and acknowledgment as needed.
- Assist in event registration and develop a pipeline for processing online registration that requires fees in conjunction with the gift processor.

Assist the Advancement Director of Information Management and Services as a resource for prospect research:

- Actively seek out the most effective prospect research resources and systems from internal and external sources, while managing in-house information sources, reference materials, online services, news subscriptions, and prospect research files.
- Handle data entry of information and updates identified from gift officers and search engines into Raiser's Edge on a timely basis.

- Perform basic research for new records created in Raiser's Edge and major gift prospects using ResearchPoint and other search engines and ensure that Raiser's Edge records are updated on a timely basis to ensure information needed for stewardship and moves management are in place.
- Work with the Advancement Director of Information Management and Services and serve as a resource for developing and implementing a structured prospect research program for discoveries and donor moves management from annual pool to major gifting.

Qualifications

- Bachelor's degree and three years of successful development experience or equivalent experience in a related field.
- Advanced knowledge or at least five years of experience with Raiser's Edge.
- Familiarity with prospect research tools and ResearchPoint a plus.
- High level of proficiency in Microsoft Excel, Word, and familiarity with Crystal Reports a plus.
- Familiarity in using project management and scheduling software such as Sharepoint and/or Smartsheet a plus.
- Strong attention to detail.
- Ability to deal effectively with a wide range of individuals, including major donors and staff.
- Demonstrate strong written and oral English language skills and ability to communicate ideas effectively.
- Ability to work as a team member as well as independently.
- Interest in our mission
- Available to work at events, weekends, and evenings on a limited basis.

How to Apply:

Please answer the following questions in your application:

- What experience do you have that most qualifies you for this position?
- Are you experienced with Raiser's Edge?
- Are you familiar with Lockbox and Papersave? If not, are you willing to learn?
- Are you available to work outside normal business hours on a limited basis?
- If selected, what would be your earliest start date?

Email resume, cover letter, and answers to questions to umicareers@jesuits.org