Description of the Organization:

For 30 years, LEAP has worked with children, teenagers, and young adults in New Haven, Connecticut in some of the lowest income urban neighborhoods in America. As the largest youth agency in our city, we provide academic support, social enrichment, and leadership development, but we do so in a unique way. We give older students (ages 16-24) the training, education, and resources they need to work as counselors to our younger students (ages 7-15). In doing so, we go beyond impacting individual lives through education and employment. We build a community with power and purpose.

General Purpose:

The Donor Database Analyst and Prospect Researcher plays an essential role on the team that raises the funds for LEAP’s annual budget. They will be detail oriented, highly organized, and self-motivated to be able to manage our database effectively including inputting donor gifts efficiently and accurately, creating data reports for donor communication and to inform strategy, continuously researching donors and prospects, and keeping track of several processes simultaneously.

Important and essential duties:

Donor Data Entry and Management

- Accurately enters all gifts and donor information into LEAP’s Raiser’s Edge/RE NXT database and acknowledges donors in a timely manner
- Maintains accurate coding and records of all pledges and gifts and ensures collection of pledges
- Generates gift reports, queries, and exports for mailing lists, events, major donor plans, development reports, and reconciliation with the finance department
- Ensures the integrity of the database, including data hygiene, data enhancement services, and quality control checks
- Provides monthly data analytics to give insights into progress towards fundraising goals
- Liaises with the finance department to reconcile gifts and pledges
- Communicates effectively with donors via phone, email and mail
- Other duties as assigned

Research

- Strategically identifies and conducts financial and biographical research on individuals, corporations, and foundations utilizing in-house data and a variety of online sources to evaluate their giving potential and the likelihood of their supporting the organization
- Screens donors/prospects through wealth screening tools and maintains the information
- Prepares thorough and accurate donor profiles on individuals, corporations, and foundations which include biographical, financial, and historical giving information, potential for philanthropic support, and areas of interest and affiliations for use by staff, management and volunteer leadership in meetings and strategy planning
• Tracks news alerts on selected priority prospects and reviews journals, programs and periodicals for new prospects as well as information pertinent to current prospects, donors, trends, and philanthropy

Prospect Management

• Manages and prioritizes the prospect pipeline, recommending which prospects should receive organizational priority and cultivation/solicitation/stewardship strategies based on research and giving history
• Regularly identifies and researches new donor prospects by analyzing recent donors and screening event participants
• Takes a lead role in preparing, organizing, and presenting information for prospect review meetings
• Facilitates and manages moves management process for the department, tracking prospect activity, entering data into Raiser’s Edge, providing donor engagement reminders, and preparing reports for management
• Assists in the planning and facilitation of LEAP fundraising events and development projects

Qualifications:

• A bachelor’s degree or higher from an accredited institution is required
• Ability to manage multiple projects and systems, including processing all gifts accurately, managing the database and donor pipeline, and researching donor and prospects
• Ability to function and thrive in a highly collaborative and fast paced environment
• Ability to prioritize and manage time wisely while being resourceful to effectively use available tools and information
• Database experience is a big plus but not required. Strong interest in learning to manage a database is important
• Strong knowledge of computer software applications including Microsoft Word and Excel
• Demonstrates tact and discretion in preparing, disclosing, and handling confidential information
• Demonstrates effective verbal and written communication skills
• Is highly organized and detail oriented
• Ability to communicate clearly and effectively in person, via email, and on the phone
• Ability to work independently, prioritize effectively, and make sound decisions while remaining flexible

Salary and Benefits:

Starting salary is commensurate with experience and other qualifications in the range of $48K - $55K. Excellent benefits provided including health and dental insurance, life insurance, and generous vacation and holiday leave. This position is based out of the LEAP office in New Haven, CT. It is currently hybrid, with in-person work required a minimum of two days per week. However, LEAP may change the number of required in-person days per week in the future based on the organization’s needs.

To Apply:
If you are interested in this position, please send a letter of interest and your resume to this link.

Additional information about the organization is available via www.leapforkids.org. LEAP is an equal opportunity and affirmative action employer.