Director of Prospect Development and Portfolio Management

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THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Director of Prospect Development and Portfolio Management

The University of Southern Mississippi is currently accepting applications for the position of Director of Prospect Development and Portfolio Management.

Position Details

Location Hattiesburg

118 College Drive
Hattiesburg, Mississippi, 39406-0001
United States

Division Development Office

Position Type Staff

Employment Status Full Time

Grant Funded No

Pay Grade
E12

Posting Close Date Open Until Filled

Special Instructions to Applicants
Please submit a cover letter, resume and the contact information for three (3) references when applying for this position.

Job Summary
The Director of Prospect Development and Portfolio Management is a key leadership role within the USM Foundation, responsible for overseeing all activities related to the identification, qualification, tracking and moves management of prospective donors to support the university's advancement and fundraising goals. This role requires a strategic thinker with strong leadership skills to utilize data-driven insights and relationship management strategies to enhance fundraising efforts and increase donor engagement. This position works closely with foundation leadership, development officers, and other key stakeholders.

Primary Duties and Responsibilities

1. Develops strategic priorities for prospect identification, qualification and movement, ensuring alignment with the university's fundraising priorities.
2. Works with the Advancement Technology team to integrate data analytics, artificial intelligence (as appropriate) and prospect research with fundraising strategies and to ensure that all prospect management information is appropriately stored in the donor database and that privacy and data protection policies are adhered to. Oversees the identification and qualification of potential prospects through data analytics, wealth screening, and other research tools.
3. Develops research strategies for the analysis of prospect data that align with strategic priorities. Manages and mentors the Research and Data Analyst. Fosters a collaborative environment, ensures proper training and professional development, and accurate, thorough and timely information delivery on prospects including key insights on wealth indicators, philanthropic and personal interests.
4. Works with leadership to ensure that key high-potential prospects are assigned and monitored appropriately. Ensures that a robust prospect pool that supports major gift, leadership annual giving, planned giving and corporate fundraising initiatives is maintained.

5. Works with development officers to track and manage a healthy donor pipeline, ensuring that prospects are appropriately rated, researched, and cultivated. Ensures that strategies for donor engagement are effective, timely, and personalized by conducting regular portfolio management and review meetings with the development team. Monitors gift officers progress while helping them work toward their fundraising goals utilizing metrics, reports, and dashboards. Manages updates to individual donor portfolios, prospect assignments and proposals for fundraising team members within the CRM database.
6. Manages the collection, analysis and dissemination of prospect data. Provide regular reporting on prospect management and research activities, progress, and outcomes. Utilize metrics to assess the effectiveness of strategies, ensuring the Foundation's goals are met or exceeded.
7. Oversee management of research request queue to ensure requests are responded to in a timely manner.
8. Performs other duties as assigned.

Minimum Qualifications
Bachelor's degree in a relevant field (e.g., Business, Communications, Nonprofit Management, or similar) from an accredited college or university. Minimum of five years of related experience and/or training in fundraising, prospect management, research, donor relations, sales, or related field.

Knowledge, Skills & Abilities
Employees of this position are prohibited from disclosing confidential and proprietary information of donors and prospects, the Foundation, the University and its employees or students. This confidentiality obligation is effective while employed in this position and continues after termination of employment.

- Strong understanding of fundraising strategies, donor cultivation and engagement, particularly in higher education or relatable experience in sales environment.
- Proven skills in management and fostering collaboration across departments.
- Expertise in utilizing prospect research tools, wealth screening, and CRM systems
- Exceptional organizational, analytical, and communication skills, with the ability to think strategically and work effectively with senior leadership, faculty, staff, and external stakeholders.
- Ability to handle sensitive information with discretion and in compliance with ethical and legal standards.
- A passion for higher education and a strong commitment to the mission and values of the university.
- Experience working with data and employment of data analytics to achieve outcomes
- Ability to anticipate needs and work collaboratively as a member of a team
- Ability to analyze, organize and prioritize work while meeting multiple deadlines

- Ability to work evenings, nights, and weekends as necessary
- Resourceful and determined to provide a positive experience for others.
- Ability to plan, delegate and supervisor the work of others and seeks opportunities for development for both self and team

Preferred Qualifications
Master's degree in a relevant field (e.g., Business, Communications, Nonprofit Management, or similar) from an accredited college or university. Knowledge of major gift fundraising strategies and campaigns. Previous experience in higher ed advancement and/or familiarity with the university's alumni network and donor community and two years in a leadership or managerial role.

About The University of Southern Mississippi
Since our founding in 1910, The University of Southern Mississippi has remained dedicated to preparing students for success. We deliver programs to more than 13,000 students in Hattiesburg and Long Beach, at teaching and research sites across the Mississippi Gulf Coast, as well as online. We are a community-engaged Carnegie R1 university, earning distinction as one of the nation's leading research institutions.

Southern Miss is known for pioneering work in polymer science, ocean science, spectator sports safety and security, and bringing language to children with communication disorders. We are also a national leader in a broad range of disciplines, including cybersecurity, hydrography, nutrition, aquaculture, kinesiology, and economic development, among others.

We produce graduates ready to enter fields that are leading the way in emerging technologies through programs such as computer engineering, information technology, and ocean engineering. We're developing the next generation of business leaders, while also responding to critical workforce shortages by producing skilled professionals in education and nursing. With a tradition of excellence in the arts, we are one of only 36 public institutions in the nation accredited in four major areas of the arts. Home to the Golden Eagles, our student-athletes compete in 17 NCAA Division I sports. With a culture marked by passion and persistence, Southern Miss is delivering graduates who are ready for life. For more information, visit www.usm.edu.

As an Affirmative Action/Equal Employment Opportunity employer/Americans with Disabilities Act institution, The University of Southern Mississippi encourages minorities, women, veterans and persons with disabilities to apply.
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