Director of Prospect Intelligence (6890)

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Job Description

The University of Tennessee Foundation, Inc (UTFI) invites applications and nominations to fill the position of Director of Prospect Intelligence. Reporting to the Executive Director of Prospect Intelligence and Pipeline Optimization, the Director of Prospect Intelligence is responsible for leading the enterprise- wide approach to proactively interpret, organize, and distill disparate information into professionalized, accurate, appropriate, and actionable constituent-level intelligence to be utilized by major gift officers.

This role will serve as a player/coach while providing strategic leadership for a team of three Prospect Intelligence Analysts. The Director collaborates across teams to ensure the Prospect Intelligence team has the appropriate understanding, tools, standards, workflows, and standards in place to meet the business needs of a multi-**Campus/Institute major giving team. Responsibilities Job responsibilities include, but are not limited to: Transformative Prospect Intelligence: Conduct priority prospect intelligence to inform complex philanthropic strategies with insights relative to principal prospects and transformational gifts in furthering the mission-centered impact of UT. Strategic Prospect Research: Conduct priority prospect research focused on collecting, validating, and refining unconfirmed data-based variables related to contactability, capacity, affinity, and propensity. This proactive, data-driven research will continuously enhance the quality of prospect pools and strengthen a refined pipeline of prospects to support strategic philanthropic outcomes for UT. Data Integrity and Process Improvement: Provide proactive leadership to ensure an ongoing collaborative and solutions-focused approach is provided to identify and improve data integrity standards, inputs, and outputs across the Prospect Intelligence team. Lead with professional wisdom and the application of ethical judgement when evaluating and documenting standards for the utilization of an evolving ecosystem of artificial intelligence (AI) tools, platforms, and other information sourcing resources. Leadership and Supervision: Oversees team communication, goal setting, and performance management through strategic planning, budgeting, and objective evaluations. Leads and mentors by providing training, resources, and ongoing coaching to foster professional growth and high performance. Promotes a respectful, collegial workplace culture while ensuring fiscal responsibility and alignment with organizational policies. Qualifications Required Education and Experience The candidate who fills the Director of Prospect Intelligence position is required to have:**

Bachelor's degree

5+ years of experience in roles that require translating data and analysis to generate actionable strategy and solutions that drive business outcomes

An entrepreneurial mindset with strong strategic planning capabilities and business intelligence acumen

Experience working within a decentralized work environment, in a collaborative service role leading complex projects

A broad understanding of diverse prospect bases spanning the full scope of UTFI's enterprise, i.e. business, engineering, arts & sciences, agriculture, athletics, grateful patients, and friends of the institution

Excellent analytical, communication, and interpersonal skills

A valid driver's license with an acceptable driving record is required due to travel responsibilities of the position. UTFI reserves the right to consider all appropriate circumstances. In general, any significant driving offense less than 12 months old will eliminate the application from consideration for the position. Note - Candidates holding a graduate degree must have at least 3 years of experience. Preferred Education and Experience In addition to meeting the required qualifications, the preferred candidate will have:

Master's degree

Philanthropic experience, including fundraising, prospect development, prospect management, portfolio development, prospect research, and the use of analytic tools

Demonstrated proficiency in the deployment and strategic application of industry-standard Prospect Development tools and platforms, for the business purposes of capacity evaluation, wealth screening, development of comprehensive profiles, and reputational risk assessment. Experience with iWave, DonorSearch, and LexisNexis for Development Professionals preferred.

Experience utilizing CRMs; Salesforce preferred

Change management experience

Experience developing and leading trainings, and/or experience teaching or advising professional staff

Application Process: Applications must include a completed candidate profile, cover letter, and resume. Candidates selected to move forward in the evaluation process will be asked to provide contact information for three professional references. References will not be contacted without explicit permission of the candidate. When determining

minimum qualifications, only information entered into the candidate profile can be considered. Please ensure your candidate profile is completed in its entirety as it relates to qualifying education/work experience. Applicants must be legally authorized to work in the United States on a full-time basis without need now or in the future for sponsorship for employment visa status. Questions about the search may be directed to hr@utfi.org. Target Start Date: April 2026 Benefits: The Foundation's greatest asset is our team. Foundation employees are eligible for a comprehensive suite of benefits that includes:

Generous paid leave, accruing up to 24 days of vacation and 12 days of sick leave annually, plus 14 paid holidays and administrative closing days

Flexible work arrangements, offering a hybrid schedule to most team members

Education benefits for employees and their dependents at UT System campuses

Retirement and deferred compensation plans, including 401(k), 403(b), etc.

Comprehensive medical, dental, and vision insurance plans

Employee discounts to attractions, services, and goods

_____ The Foundation: The University of Tennessee Foundation, Inc. is a not-for-profit 501(c)3 organization that serves as the preferred channel for private contributions benefiting students and faculty within the UT System. With a vision of being one of the top-performing advancement organizations in higher education, UTFI is committed to enhancing the educational landscape across the University of Tennessee campuses. The UT System: The University of Tennessee System is comprised of campuses at Knoxville, Chattanooga, Pulaski, Martin and the Health Science Center at Memphis; the Institute of Agriculture; and the Institute for Public Service. *The University of Tennessee Foundation, Inc. is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA employer. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, genetic information, veteran status, and parental status, or any other characteristic protected by federal or state law.* Job Info

- **Job Identification 6890**
- **Job Category Advancement**
- **Posting Date 02/04/2026, 04:16 PM**
- **Job Schedule Full time**
- **Locations 1525 University Ave, Knoxville, TN, 37996, US**

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without

regard to, and will not be discriminated against on the basis of, race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), ADEA (age), sexual orientation, or veteran status should be directed to the (EEO). Requests for accommodation of a disability should be directed to the ADA Coordinator at the EEO office.

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