



Children's Hospital Foundation is an independent 501(c)3 that works to maximize philanthropic impact in children's health at Children's Hospital of Richmond at VCU. We are dedicated to raising and stewarding philanthropic resources that will enable CHoR to become a top, nationally ranked children's hospital. With roots going back more than 100 years to the incorporation of Richmond's original children's hospital on Brook Road in 1920, we are proud to work with generous members of our community to drive excellence in patient care, education and research.

Children's Hospital Foundation is currently engaged in a \$100 million capital campaign to fund construction of the Wonder Tower, CHoR's new home for inpatient, emergency and trauma services. Set to open in spring of 2023, the new facility will complete an entire city block—one million square feet—dedicated to the care of children.

## **Prospect Development Manager**

The Prospect Development Manager oversees and performs all aspects of prospect development, including portfolio management, prospect research, data analysis, and proactively building the prospect pipeline. This newly created position is responsible for the creation of a standardized, best practices approach to prospect development. This position works collaboratively with key leadership and development staff to guide their usage of this system to enhance our overall fundraising efforts.

### **Key responsibilities:**

- Collaborates with fundraising staff to build and maintain a prospect development system that meets our needs and maximizes our fundraising efforts.
- Proactively identifies new prospects with capacity and inclination for inclusion and fundraiser portfolios.
- Utilizes prospect management tools and practices to partner with fundraisers on prospect strategy and portfolio structure.
- Conducts public information research activities, using multiple search techniques and resources, to enhance our knowledge and understanding of prospects.
- Ensures accurate and complete prospect data in the database of record.
- Supports the creation and implementation of a grateful family fundraising strategy.
- Manages assigned projects efficiently and effectively, with strong adherence to requirements and deadlines.

## **Required qualifications:**

- Bachelor's degree in the humanities, business or other related field
- Three years or more of increasing experience in the prospect development field or other related professional experience
- Excellent verbal and written communication skills
- Excellent research and analytical skills
- Prior knowledge of prospect management principles, practices and tools
- Previous experience with constituent relational databases
- Experience in data analytics and data visualization
- Ability to work in a fast-paced, performance-based professional environment
- Ability to work effectively and independently with the ability to manage multiple projects simultaneously
- Highest ethical standards, attention to confidentiality and willingness to fully comply with VCU's interpretation of HIPAA law as it relates to fundraising
- Must have demonstrated ability to develop and maintain effective working relationships with a broad spectrum of people, including team members, donors and other external audiences
- Emotional intelligence, empathy and ability to relate to individuals impacted by health experiences
- Demonstrated experience working in and fostering a diverse, equitable and inclusive environment

## **Preferred qualifications:**

- Master's degree in the humanities, business or other related field
- Experience with Blackbaud fundraising software, preferably Raiser's Edge, ResearchPoint and Target Analytics
- Experience within a health care and/or children's hospital fundraising environment

## **Work type:**

Children's Hospital Foundation is committed to providing employees with a supportive work environment focused on collaboration, efficiency and flexibility and therefore deploys a designated team hybrid work model. This role can operate on a fully remote or hybrid model that includes a combination of remote and on-site hours, based on a schedule set with their manager.

## **Salary range:**

From \$65,000, commensurate with experience

## How to apply

To apply, please email a resume and cover letter to [careers@chfrichmond.org](mailto:careers@chfrichmond.org). Please be sure to list the position title in the subject. Review of applications will begin immediately and will continue until the position is filled.