



Navigating Shared Futures

Asia Society Career Opportunity

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Location: New York (Fully Remote)

Position: Prospect Research Manager - CODE 2223

FSLA Exemption Code: Exempt

SUMMARY:

Founded in 1956, Asia Society's purpose is to navigate shared futures for Asia and the world across policy, arts and culture, education, sustainability, business, and technology. We provide a platform for dialogue and encourage a diversity of views as we try to find the most effective ways forward. Headquartered in New York City, the organization has 12 other Centers around the world, a global staff of 235, and an annual global operating budget in excess of \$44m.

Asia Society seeks a Prospect Researcher who will work within The External Affairs Department, primarily for the Major Gifts Officer (s) but also to support the Institutional Relations team and Corporate Membership team, to research, prepare, and provide profiles and reports, both in-depth and otherwise, on potential and identified annual and campaign major gift prospects including individuals, family foundations, and corporations.

RESPONSIBILITIES:

- Proactively identifies new and high-level annual and campaign major gift leads and prospects through electronic alerts, analysis, screening information, data mining techniques, push technology, demographic searches, etc.
- Prepares prospect reports for use by senior staff and Major Gifts team members and serves as prospect tracking and record keeping processes lead.
- Maintains and analyzes prospective and upgraded donor data and develops current and prospective donor lists and data.



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- Produces current and prospective donor profiles and helps determine appropriate solicitation ranges.
- Leads list management of Major Gifts Team portfolios regarding movement of qualified/disqualified leads, treatment in database, communication streams, etc.
- Supports Asia Society's Membership program by creating research documents on new member prospects, including donors up for renewal.
- Provides research support for Major Gifts work with high-level volunteer chairs such as gala and campaign chairs, as well as Nomination and Governance Committee chair, identifies and refreshes connections in advance of volunteers assuming their leadership positions.
- Reviews and refreshes prospect pool in advance of Asia Society Museum's exhibitions adding leads and prospects with \$5,000+ estimated capacity to relationship manager portfolios.
- Leads and conducts 3-4 intensive sessions per year with help from other Development Team members to gather information on a pre-determined demographic group (Research Rodeos).
- Performs other duties as assigned.

QUALIFICATIONS:

- Strong qualitative and quantitative analytical and research skills.
- Advanced proficiency in conducting donor research, with experience in recognizing and assessing wealth indicators and giving capacity as well as identifying prospects.
- Intermediate proficiency in locating relevant information in a variety of formats: including electronic, hard copy, telephone calls, conversations with staff and volunteers, then consolidating it in a well-organized report format.
- Demonstrated ability to work effectively with high-level committee members and volunteers and to solve complex problems.



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- Demonstrated adaptability and excellent planning and organizing skills that demonstrate the ability to manage multiple simultaneous requests for information and prioritize those requests to meet deadlines.
- Exceptional communication skills (verbal and written) that include sensitivity to donor information.
- Strong collaboration skills and demonstrated ability to effectively relate to a diverse audience specializing in business administration or a related field. At least three years' experience in prospect research; fundraising/development experience and non-profit experience strongly preferred.
- Intermediate knowledge of donor types and understanding of fundraising processes and donor cycles.
- Proficient in Salesforce (preferable), MS Office (intermediate level) and experience with relational database such as WealthX, Wealth Engine, Hoovers (preferred).
- Knowledge of information systems including a variety of software, internet, and various databases, and knowledge of prospect research ethics, including statements by APRA and CASE, helpful.

Asia Society offers a competitive salary, as well as a comprehensive benefits package. For benefits information please visit www.asiasociety.org/about/careers and click on "Employee Benefits" to view our full benefits summary.

HOW TO APPLY:

Please email your cover letter and resume indicating position reference code 2223 and salary requirements to: Developmentopportunities@asiasociety.org.

Indicate job title in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.



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Asia Society is an Equal Opportunity Employer.

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