MEMORIAL PARK CONSERVANCY

To preserve, restore and enhance Memorial Park for the enjoyment of all Houstonians, today and tomorrow.

Prospect Development Analyst

Position Summary

The Prospect Development Analyst will be responsible for identifying, analyzing, and qualifying prospective donors for Memorial Park Conservancy. The Prospect Development Analyst consults directly with the Assistant Director of Development Operations to maintain strategic portfolio analysis, deliver database management and organizational support, conduct prospect research, and collaborate with the Development Operations team to meet the informational needs for MPC's donor cultivation and solicitation strategies. The person in this role has a strong understanding of philanthropy and fundraising, robust data analysis experience, confidentiality and discretion, and is a strategic thinker and problem solver.

This role reports to the Assistant Director of Development Operations

- **Work Location:** Hybrid (regular on-site presence required at Memorial Park; remote flexibility based on role responsibilities and organizational needs)
- **Schedule:** Monday–Friday at 8:00 AM – 5:00 PM; occasional evenings and weekends required based on operational needs
- **Employment Status:** Full-Time
- **FLSA Status:** Exempt (Salaried)
- **Benefits:** Full-time employees are eligible for medical, dental, and vision coverage; paid time off; short- and long-term disability; and 401(k) retirement plan.
- **Salary:** $60,000 - $70,000

Key Responsibilities

- Conduct financial and biographical research and analysis of individual, corporate, and foundation donors and prospects using a variety of sources, tools and techniques including online databases, internet websites, library and government resources, and other external repositories of public information to identify prospects.
- Work with Development Operations leadership to identify and qualify new donor prospects for strategic portfolio reviews with frontline fundraisers.
- Verify capacity ratings through financial data analysis.
- Collaborate with the Development Operations team to develop tailored relationship-building cultivation strategies for high-net-worth individuals, foundations, and corporate donors.
- Support Development leadership in shaping donor strategies for individual fundraising efforts, including major gifts, affinity groups, annual appeal campaigns, and signature events.
- Analyze the movement of prospects through the solicitation cycle and prioritize prospects for outreach.
- Analyze fundraiser pipelines on the success of cultivation efforts, making data-driven adjustments to enhance donor retention and renewal.

- Proactively conduct research and synthesize data into concise insights and written products.
- Track research findings in Raiser's Edge NXT and assist with organization-wide efforts to acquire and maintain institutional data according to best practices in data management.
- Maintain data hygiene by identifying, updating, and ensuring the accuracy of constituent and relationship information.

Qualifications

- Three (3) or more years of experience in prospect research, development operations, or fundraising.
- Demonstrated ability to identify and qualify prospects for philanthropic engagement through the creation of in-depth research profiles that support major and principal gift fundraising.
- Demonstrated ability in research techniques such as prospect identification, data mining, and relationship mapping.
- Ability to read and interpret business, government, and legal documents (e.g., IRS Form 990s, SEC filings, property assessments).
- High proficiency with Microsoft Office Suite, fundraising CRM systems (Raiser's Edge NXT preferred), data visualization, and online information and screening services (e.g., Prospect Insights, ResearchPoint, iWave).
- Understanding of industry best practices in professionalism and discretion in handling confidential donor and prospect information; knowledge and adherence to ethical statements by AFP, APRA, and AASP.

Core Competencies

- Effective written, verbal, and interpersonal communication skills with the ability to build and maintain positive relationships with donors, volunteers, colleagues, and other stakeholders.
- Excellent organizational and time management skills with the ability to manage multiple projects, meet deadlines, and adapt to shifting priorities.
- Demonstrated analytical and critical thinking skills with the ability to interpret, synthesize, and present complex information accurately.

Physical & Environmental Requirements

- Assist with outdoor programs and events in varying weather conditions.
- Sit or stand for extended periods while working at a computer.
- Lift and carry up to 25 pounds on an occasional basis.
- Move throughout office and park facilities as needed.
- Work safely in high-traffic public environments.

Safety Expectations

All employees share responsibility for maintaining a safe work environment. Staff must follow established safety procedures, use required personal protective equipment (PPE), exercise caution in all work activities, and immediately report hazards, unsafe conditions, or injuries to supervisors.

Disclaimer

This job description outlines the general nature and scope of work for this position. It is not an exhaustive list of all duties, responsibilities, and qualifications required. Additional tasks may be assigned as needed to support Memorial Park Conservancy's mission and operations.

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