



Stewardship and Prospect Research Coordinator

In conjunction with the Nichols School Advancement Operational Plan, the Stewardship and Prospect Research Coordinator is responsible for the oversight and implementation of a comprehensive stewardship program. Additionally, this position is responsible for the coordination of the School's prospect research program.

Main objective: To support the philanthropic efforts to advance the mission and strategic direction of Nichols School

Key relationships:

- Be an active member of the Advancement Department
- Serve as point person for all donor stewardship efforts
- Collaborate with Marketing & Communications team
- Liaise and collaborate with school leadership, faculty and staff
- Liaise with parent and alumni volunteers

Essential Duties and Responsibilities:

Stewardship (45%):

- Work with Director of Advancement and Director of Advancement Services to coordinate and implement a comprehensive stewardship program (this includes all forms of donor communication, such as phone calls, as well as written and electronic correspondence) to ensure stewardship goals are met
- Support Advancement Team with ongoing stewardship by managing the operations of the gift acknowledgement process, including drafting and mailing of donor acknowledgement letters, personal notes, donor reports, tribute packets, pledge reminders and other periodic donor-centric reporting
- Act as a donor relations representative for all donor inquiries
- Working with Director of Financial Aid and Business Office, prepare and distribute all donor correspondence related to the Named Scholarship Program and other major initiatives
- Work with Advancement Team to create and implement a strategic calendar of donor-centric events
- Coordinate all special gifts and awards
- Maintain appropriate displays of plaques, lobby walls, and naming opportunities campus- wide
- Track stewardship information and donor interests in donor database
- Provide detailed reports to leadership as directed

Prospect Research (45%):

- Assists in expanding the prospect pool by proactively identifying donor prospects for individual research and prioritizing large-scale prospect pools through means such as data sorting, mining, and wealth screening.
- Using proactive research methods, identifies and qualifies prospective individuals, corporations and foundations capable of significant financial support. Identifies possible connections to new prospects through their known or likely relationships with the SSM Health, boards, physicians and lead donors.
- Conducts biographical and financial research on prospects and donors utilizing in-house resources and a variety of online and print sources, including complex financial and legal disclosures, corporate reports, proxy statements, foundation tax reports, and county documents.



- Produces confidential research profiles on prospects and donors for strategy planning, events and other meetings. Responds in a time-sensitive manner to research requests.
- Participates in continuing education to enhance and increase fundraising skills, maintains awareness of changes in philanthropy patterns. Keeps a finger on the pulse of healthcare philanthropy trends, particularly prospect research, analytics, wealth screening, and data mining.

Other (10%):

- Support Advancement team with all department events and initiatives
- Other duties as assigned

Send cover letter, resume and references to Jennifer Clarey, Director of Human Resources at jclarey@nicholsschool.org and Leslie Garcia, Director of Advancement at lgarcia@nicholsschool.org.