Mission
Nurse-Family Partnership positively transforms the lives of vulnerable babies, mothers and families.

Vision
A future where all children are healthy, families thrive, communities prosper, and the cycle of poverty is broken.

Position Description
As a member of the philanthropy team, the Prospect Research and Data Analyst will support the fundraising goals of the National Service Office for Nurse-Family Partnership and contribute to the success of the organization’s multi-year Vision to Scale Plan. More specifically, the Prospect Research and Data Analyst will provide accurate, comprehensive and timely information on donors and prospective donors, support the efficient management and segmentation of donors and prospects, and provide training and support to maximize fundraiser efficiency. This position will ensure that frontline fundraisers on our regional, institutional, and individual giving teams have the data and information that they need to fundraise effectively and efficiently from their assigned segments and that systems and processes are in place to support the effective deployment of that data to maximize impact.

Success will require an individual who performs well under pressure, in a dynamic environment, and as part of a maturing fundraising program and growing team.

This position reports to the Director of Individual Giving and may be located in Denver, CO or elsewhere in the country as agreed.

Essential Duties and Responsibilities

35% Data Analysis and Reporting
- Initiate and/or assist in the design and implementation of new prospect identification and qualification processes.
- Gather filters and segments data sets for the purposes of identifying, classifying, and refining rated prospect lists and pools for fundraising activities.
- Synthesize information and disseminate results through written reports, maps, charts, graphs, presentations, and other media for varied audiences.
- Respond to urgent or time-sensitive requests with high quality analyses and reports.
- Stay abreast of current and emerging trends in philanthropy, fundraising, and business intelligence.

35% Prospect Research:
- Interpret, analyze, and synthesize biographical and financial information on individuals, foundations, and corporations, based on fundraising strategies and objectives. Assess prospects’ giving capability and philanthropic tendencies.
- Create both succinct and in-depth research profiles that will assist fundraisers in determining appropriate cultivation, solicitation, and stewardship strategies.
Prospect Research and Data Analyst
Fund Development
Nurse-Family Partnership
National Service Office
Full-time (Exempt)

- Assist fundraisers with linking donors’ areas of philanthropic interest to potential avenues for engagement, as well as identify links between donor, volunteer and prospect networks.

25% Prospect Management:
- Support the development and ongoing management of fundraiser portfolios.
- Provide evaluative and consultative services for optimizing fundraiser portfolios.
- Develop strategies for identifying new/overlooked prospects for mid-level and major giving.
- Manage and support regular review of moves management and create systems for accountability for all fundraising activity, including the generation and distribution of standard reports.
- Determine and record attributes of prospects and donors to enable analysis.

5% Training and Relationship Building:
- Train frontline fundraisers, and other colleagues, and provide templates to support independent efforts to conduct research or gather information from prospects and donors.
- Work to support an organizational culture of philanthropy.
- Build relationships with colleagues to better understand their work as well as prospect research or data analysis needs, which could be streamlined or automated through prospect research or management tools.

Other duties as assigned.

Knowledge, Skills & Experience

- Three years of experience in prospect research, prospect management, or data analysis, ideally in a mission-driven, philanthropically supported non-profit.
- Bachelor’s degree or combination of relevant education and experience.
- Proficiency in extracting, cleaning, analyzing and synthesizing findings from data sets.
- Experience using CRM systems to store, manage, and report data.
- Demonstrated experience and proficiency using specialized data sources such as iWave PRO, WealthEngine, and LexisNexis relevant to fundraising.
- Experience supporting the construction, tracking and optimization of fundraising portfolios.
- Excellent organization and analytical skills, responsiveness, and attention to detail.
- Professional and friendly demeanor.
- Ability to use good judgment, take initiative, anticipate and respond to needs, prioritize and solve problems.
- Understanding of industry best practices and demonstrated ethical compliance as defined by the Association for Fundraising Professionals
- Ability to function effectively as a member of a team, ensuring close coordination and integration with other staff members.
- Interest in philanthropy and commitment to Nurse-Family Partnership’s mission, vision and values.
- Willingness and ability to work flexible hours on occasion
Prospect Research and Data Analyst
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Supervisory Responsibilities

This position reports to the Director of Individual Giving and does not have any direct reports.

Core Organizational Values

- Be tenacious caregivers by bringing passion and excellence to our nursing practice and professional services
- Actively listen to and persistently serve our families and our implementation network
- Provide leadership in the field of evidence-based and home visitation programs
- Seek and find solutions
- Innovate and stay relevant
- Translate and enhance the science of pregnancy, brain and early childhood development to serve vulnerable babies and families
- Respect and honor differences in race, ethnicity, religion, sex, national origin, disability, age, sexual orientation, gender identity and veteran status
- Be respectful, collaborative and tenacious in all of our interactions with each other and on behalf of our families and implementation network
- Do more with less

To learn more about NFP and the National Service Office, please visit www.nursefamilypartnership.org

Interested applicants should submit a cover letter and resume on the Nurse-Family Partnership Careers Page: National Service Office Job Openings.

EOE F/M/D/V

Equal Employment Opportunity / Affirmative Action Statement

Nurse-Family Partnership is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, sexual orientation, disability, genetic information, military or veteran status, or any other applicable status protected by state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers and non-employees such as customers, clients, vendors and consultants. This policy extends to all terms, conditions and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions such as promotions, compensation, benefits and termination of employment.

Nurse-Family Partnership shall take affirmative action to ensure applicants and employees are treated without regard to race, religion, color, age, marital status, disability, sex or national origin in all employment actions including, but not limited to recruiting and selection; promotions; demotions and transfers; rates of pay and other forms of compensation; selection for company sponsored training; and layoffs or other terminations of employment.
NFP will make reasonable accommodations for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to NFP or cause direct threat to health or safety.