**Yeshiva University**

**Job ID** 2017-9974
**Campus** Wilf-Amsterdam Ave & 185th St
**Posting Date** 2017-12-08
**Employee Classification** Exempt
**Department** Institutional Advancement
**Position Type** Regular Full-Time

**More information about this job:**
**ABOUT US**

Founded in 1886, [Yeshiva University](http://yu.edu/) (YU) has a strong tradition of combining Jewish scholarship with academic excellence and achievement in the liberal arts, sciences, medicine, law, business, social work, Jewish studies, education, psychology, and more.

We are a leading global educational institution that employs over 2,000 people across our various campus locations -- Wilf Campus, Beren Campus, Brookdale Center, Resnick Campus in the Bronx, the Gruss Institute in Jerusalem, the Boys High School in Manhattan and the Girls High School in Queens. From the distinguished faculty who teach here, to the dedicated staff, we work to fulfill our mission: to "bring wisdom to life" through all that we teach, by all that we do and for all those we serve. We seek to attract and retain engaged and committed individuals who contribute to an exciting working environment, where there is a sense of community and belonging, balanced with a significant cross section of people from diverse backgrounds working and studying together.

The University offers an excellent compensation package, and a broad range of employee benefit plans, including immediate participation in the University's retirement plan. Staff members are typically eligible for four weeks paid vacation each year and a shuttle to nearby subway locations.

**The Position:**

The Senior Director supports the fundraising efforts of the Department of Institutional Advancement and the President's office. The Senior Director supports and guides fundraising by evaluating research, identifying new prospects and overseeing the creation of research profiles, categorizes prospects and donors in terms of interest and capacity, and determines when they should be moved to active prospect lists for cultivation, solicitation, and stewardship. She/he assigns prospects by interest and affinity and trains the staff on the usage and implementation of a Moves Management tracking system, and assists fundraisers in planning strategies and priorities. The Senior Director oversees and is assisted by the Research Director.

**POSITION RESPONSIBILITIES**

**Research Management**

1. Identify, evaluate and recommend current and potential donors and prospects and assess their ability to financially support Yeshiva University. Provide and oversee research and analysis of biographical, philanthropic, professional and financial information of donors and prospects for all areas of Institutional Advancement Fundraising and the President of the University.
2. Create best in class practices and participate in and oversee the following tasks:
* Preparations of written profiles, rating memos, event bios and qualified lists to support the cultivation of individuals and organizations
* Perform quantitative analysis to determine capacity ratings based on financial data to qualify prospects
* Track prospects and donors through monitoring daily news, online "alerts," and utilizing internal information. Use push technology to track news and provide this pertinent information to the appropriate relationship manager
* Identify donor's associates and acquaintances through relationship mapping to facilitate Institutional giving and involvement
* Identify and use tools to mine data for maximum impact
* Create and build relationship webs on Board members and key donors and prospects

**Prospect Management**

1. Establish policies and procedures to create, document, and maintain an effective prospect research system and implement a moves management tracking and tickler system, including coordination with various departments
2. Work in partnership with the Major Gifts Officers to organize and coordinate weekly donor strategy meetings
3. Identify new donors for Major Gifts and Institutional Giving initiative through proactive research and present findings. Make recommendations regarding potential individuals and Corporations/Foundations major donors
4. Coordinate research systems for Individual Giving, including the creation and implementation of procedures; management of a research policy and procedures manual; and the refinement of the research process to efficiently meet the needs of the IA Department and the President's office

**Experience and Educational Background:**

* Bachelor's Degree required, Master's degree preferred
* 7-10 years minimum experience with 3-5 yrs. experience conducting major gifts prospect research and 2 -5 years of leading Research and Prospect Development in higher education or similar setting

**Skills and Competencies:**

* Excellent written, verbal, and analytical skills
* Experience with and knowledge of broad uses of donor databases and contacts management, various CRM databases; as well as professional prospect research tools, including Research Point, LexisNexis and iWave
* Scrupulous consideration to matters of discretion and confidentiality
* Exceptional organizational skills with the ability to manage multiple projects simultaneously, set priorities, and meet demanding deadlines within a fast-paced, collaborative environment
* Strong supervisory skills and ability to train others

Yeshiva University is an equal opportunity employer committed to hiring minorities, women, individuals with disabilities and protected veterans.

Apply Here: <http://www.Click2apply.net/g9wtfh99tfw8cpjq>

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