

December 3, 2020



## Coordinator Prospect Development

[Children's Hospital of Philadelphia](#) - Philadelphia, PA 19146

### Job Type:

LOC\_1300\_MKT-Wanamaker Building Req ID: 77163

Shift: Days

Employment Status: Regular - Full Time

### Job Summary

Key, supporting member of the Prospect Development team responsible for both mid-level Prospect Development as well as administrative support for the Department. Responsible for organizing, analyzing, maintaining and providing information regarding all incoming requests to the Department. Resolves problems through critical thinking where review of the situation and data requires evaluation of identifiable factors. Exercises judgment within generally-defined practices and policies by selecting methods and techniques to obtain solutions for Prospect Development staff. Receives assignments in the form of objectives or projects and establishes goals and deadlines to meet them.

**Thank you for your interest in the Children's Hospital of Philadelphia. Due to the COVID-19 pandemic, the recruitment process for this position has been placed ON HOLD. If you would still like to be considered for the role, you may apply to this position. When the status of the position returns to active and if your resume is selected for review, the recruiter will reach out. Thank you for considering CHOP. Our appreciation is sincere, knowing your talent is very valued.**

#FoundationCareers

### Job Responsibilities

Serve as single point of contact for maintaining DevRsch Request Process, as well as Request Calendar and Tracking Tool.

Serve as main data entry point person for prospect leads generated out of Research, ensuring all prospect leads are entered into the DonorForce database including biographic, rating, solicitor, and action information

Assist the Prospect Research team:

- Entry- to mid-level research projects
- Responsible for aiding with mapping and associated procedures for all non-Executive events requiring biographical information
- Monitor DonorForce information as it pertains to Research and Prospect Management
- Monitor Daily Gift Report to ensure appropriate assignment and coding of donors including classification, status, and solicitor assignment
- Assist with Pipeline report generation and distribution
- Responsible for database entry/recording of pertinent information on prospects from such sources as pipeline and prospect management meetings, including ratings, solicitor assignment changes and actions
- Create new DonorForce records as required to track new suspect /prospect activity including biographic, rating, solicitor, and action information
- Maintain current donor staff assignment in DonorForce
- Inform and run regular proof queries to ensure pertinent biographical data is properly added into the correct DonorForce fields as it pertains to information on prospects
- Attend meetings as requested
- Administrative duties as assigned

### **Job Responsibilities (Continued)**

Serve as liaison with Development Data Services to ensure proper interface regarding such items as the automated Event attendee reports for Development events.

Perform mid- to in-depth process analysis and work closely with the Prospect Development team to explore and implement system improvements. Identify and create efficiencies in area of responsibility listed above.

### **Required Education and Experience**

Required Education: Bachelors

Required Experience:

- At least two (2) years in Prospect Research
- Excellent, proven written and oral communication and organizational skills.
- Exceptional critical thinking, trouble-shooting and problem-solving skills.
- Must possess capability to deftly handle multiple tasks at any given time in a highly deadline-driven environment.

### **Preferred Education, Experience & Cert/Lic**

Preferred Experience:

- Health care environment

### **Additional Technical Requirements**

- Excellent, proven written and oral communication and organizational skills required.
- Exceptional critical thinking, trouble-shooting and problem-solving skills required.
- Must possess capability to deftly handle multiple tasks at any given time in a highly deadline-driven environment.
- DonorForce database experience preferred.
- Advanced Microsoft Word and Excel experience required.
- Familiarity with standard Prospect Research tools required.

**All CHOP employees who work in a patient building or who provide patient care are required to receive an annual influenza vaccine unless they are granted a medical or religious exemption. Children's Hospital of Philadelphia is committed to providing a safe and healthy environment for its patients, family members, visitors and employees. In an effort to achieve this goal, employment at Children's Hospital of Philadelphia, other than for positions with regularly scheduled hours in New Jersey, is contingent upon an attestation that the job applicant does not use tobacco products. Children's Hospital of Philadelphia is an equal opportunity employer. We do not discriminate on the basis of race, color, gender, gender identity, sexual orientation, age, religion, national or ethnic origin, disability or protected veteran status.**

**VEVRAA Federal Contractor/Seeking priority referrals for protected veterans. Please contact our hiring official with any referrals or questions.**

**CHOP Careers Contact**

**Talent Acquisition**

**2716 South Street, 6th Floor**

**Philadelphia, PA 19146**

<https://www.indeed.com/jobs?q=entry%20level&l=philadelphia%2C%20PA&start=10&vjk=0ec1e4e2d0535c9e>