POSITION DESCRIPTION

TITLE: Manager of Research and Data Management   **JOB CODE**:   7654

POSITION REPORTS TO: King Laughlin   **FLSA STATUS**: Exempt

POSITION LOCATION: Marriott Scout Service Center, 9190 Rockville Pike, Bethesda, MD 20814

POSITION SUMMARY:

The Manager of Research and Data Management at the Scouting America National Capital Area Council is an important and valued member of NCAC's development team. Reporting to the Chief Development Officer, this position focuses on maintaining accurate information within NCAC's donor database; conducting data analysis; identifying, researching, and analyzing potential donors (prospects); and creating and monitoring giving officer portfolios. The Manager provides strategic insights to the development team to effectively cultivate and solicit donations, ultimately maximizing fundraising efforts across the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- *Data Management***:** Maintain and update the donor database with accurate prospect information, including contact details, giving history, interests, and relevant relationship details. Put in place best practices and policies regarding data entry and export standardization. Build a library of regularly utilized queries for reporting. Interface with NCAC's Finance and Registration teams to ensure accuracy and integrity of financial reporting and compliance.
- *Prospect Research*: Conduct thorough research on potential donors using various sources like wealth screening tools, research subscriptions, and public records to assess their philanthropic capacity and giving propensity.
- *Prospect Scoring and Prioritization*: Develop and apply scoring models to rank prospects based on their potential giving capacity and engagement level, prioritizing cultivation and solicitation efforts.
- *Portfolio Management*: Assign prospects to appropriate development officers based on their expertise and relationship potential, ensuring balanced portfolio management. Assist in managing and tracking cultivation and solicitation activities conducted by executive, board, and volunteer stakeholders.
- *Data Analysis and Reporting*: Generate insightful reports and dashboards to track fundraising performance, identify trends, and inform strategic decision-making regarding prospect cultivation and solicitation strategies.
- *CRM System Expertise*: Proficiently utilize NCAC's donor relationship management (CRM) system, currently Blackbaud, to manage prospect data, track interactions, and generate targeted communication plans.

SUPERVISORY RESPONSIBILITIES (*IF APPLICABLE*): N/A

PREFERRED QUALIFICATIONS:

- Strong analytical skills with proficiency in data manipulation and interpretation
- Expertise in research methodologies and data collection techniques
- Excellent communication skills to effectively present findings and recommendations to development staff
- Knowledge of fundraising principles and donor motivations
- Proficiency with CRM systems (Blackbaud systems preferred)
- Familiarity with wealth screening tools and data sources
- Ability to work with development team members and other NCAC professional staff to monitor prospect and donor life cycles

EDUCATION: *High School Diploma, Associate's of Bachelor's Degree,*

CERTIFICATIONS: *N/a*

PHYSICAL DEMANDS: *Example: Must be able to sit for prolonged periods of time*

BENEFITS: *All councils are equal opportunity employers. In addition to offering a competitive salary of ($55,000 - $70,000), Benefits to include major medical, prescription coverage, dental, vision, life-insurance, short and long-term disability, accidental death, retirement plan, plus compensation for authorized and approved business-related expenses to include phone and mileage reimbursement (if applicable). We also offer generous PTO policy and Scouting America holiday observances.*