

Prospect Researcher

Detroit Opera

United States (On-Site)

Development Dept

Classification:Exempt

Work Schedule:Monday through Friday, with occasional events and shows.

How to Apply: Qualified applicants should submit their resume and cover letter to employment@detroitopera.org

Position Summary

Detroit Opera (DO) is a historic institution acting as a bastion of arts and culture within the Metro Detroit area. Using an extensive knowledge of researching, databases, and philanthropy, the PR would support the organization by researching and identifying new prospects and fund-raising opportunities for the development team. The PR's eye for details, analytical mind, and developed time-management skills allow them to continue DO's tradition of excellence. The PR's duties in maintaining, updating, and growing the development team's prospect databases are integral in sustaining an impactful future of DO.

Specific Responsibilities:

- Proactively identifies new and high-level annual and campaign major gift leads and prospects through electronic alerts, analysis, screening information, data mining techniques, push technology, demographic searches.
- Write research profiles, including new board bios, event bios, and prospect profiles that are carefully proofread and edited for accuracy, completeness, and clarity.
- Maintains and improves quality of prospective and upgraded donor data and develops current and prospective donor lists and data. Produces current and prospective donor profiles and helps determine appropriate solicitation ranges.
- Leads list management of development officer's portfolios regarding movement of qualified/disqualified leads, treatment in database, and communication streams.
- Conduct wealth screenings, analyses, and verifications.
- Analyze, interpret, and summarize financial disclosure documents (e.g., 990s) to determine gift/grant capacity.
- Attend DO's programs, performances, and events and become acquainted with those who attend.
- Performs special projects and support as needed to meet the goals of the department.

- Liaises with Board of Trustees, Senior Management, and Development to identify, schedule, and implement research requests; gathers, collates, disseminates donor and prospect trend information.
- Analyze and synthesize accumulated information to assess financial capacity, philanthropic tendencies, giving propensity and connections to DO.
- Maintain prospect research fields of data in the Tessitura database.
- Maintain policies and procedures supporting best practices, ethical and professional research standards, leveraging technology, data integrity, and data security.

Required Qualifications:

- Bachelor's Degree in related field and three to six years of experience in a nonprofit setting
- Knowledge of donor types and an understanding of fundraising processes/cycles of engagement: identification, cultivation, solicitation, and stewardship.
- Excellent critical thinking skills.
- Exceptional attention to discretion and the highest standards of confidentiality
- Experience utilizing research engines, i.e., Nexis, WealthEngine, iWave Pro, D&B, Hoovers.
- Knowledge of donor database software.
- Ability to collect and research data, analyzing information skillfully.
- Demonstrated ability to write concise research documents.
- Multi-task with high levels of accuracy on concurrent projects.
- Ability to identify and resolve problems in a timely manner.
- Research prowess leveraging public records, proprietary systems, published materials and other resources to gain and interpret financial information.
- Must have excellent written, verbal communication, analytical, and organizational skills; exceptional attention to proper spelling and grammar.
- Strong attention to detail required.
- Experience working in a fastpaced, resultsoriented environment with shifting priorities.
- Ability to quickly learn and apply new information related to improving processes.
- Must be independent, self-motivated, and success-driven, yet willing to work within a team environment.
- Ability to understand diverse perspectives and acknowledge the significance of differences and complexities in background, cultures, values and viewpoints as the foundation for an inclusive environment.
- Demonstrated multi tasking skills and ability to organize workload.

Desired Qualifications:

- One to three years of experience in fundraising and prospect research.
- Experience working with a donor database such as Tessitura or Raiser's Edge.

Physical Demands/Work Environment:

- The person in this position occasionally works weekends and evenings to participate in development activities.
- The person in this position occasionally remains in a stationary position for periods of time.
- The person in this position occasionally navigates throughout the building to attend meetings and access files.

Application Deadline

Job openings are posted for a minimum of seven calendar days. This job may be removed from posting boards and filled anytime after the minimum posting period has ended. Applications will be reviewed as received throughout the posting period and continue until the position is filled.

Additional Information

Detroit Operais committed to recruiting and retaining a diverse workforce and encourages all employees to fully incorporate their diverse backgrounds, skills, and life experiences into their work and towards the fulfillment of the MOT mission.

About Detroit Opera:

Founded in 1971, Detroit Opera (DO) is the premier multi-disciplined producer and presenter for opera, musical theatre, and dance in the Great Lakes Region. Based in the city of Detroit, the organization engages artists of national and international stature for stellar main stage and outreach performances, and provides compelling cultural enrichment programs for the diverse audiences and communities that it serves, making it one of Detroit's pillars of arts and culture. DO is among a select few opera companies nationwide to own its theatre, the historic 2,700-seat Detroit Opera House, which is located in the heart of downtown Detroit.

DO is seen as the most innovative opera company in America. DO garnered great critical and popular acclaim during the pandemic for its socially-distanced, drive-thru production of *Twilight :Gods*, an adaptation of Wagner's *Götterdämmerung*. Brainchild of new Artistic Director Yuval Sharon, *Twilight :Gods* was performed across multiple levels in DO's own parking structure, and provided performance opportunities for local cast and orchestra members, in addition to international opera stars. Lauded for past projects such as his reverse chronological staging of Puccini's *La Bohème*, Sharon in July premiered a high-tech reimagining of a Wagner opera.