

**Title:** Prospect Researcher

**Location:** Remote, Freelance, United States or Canada

**Reports to:** Prospect Research & Management Lead

**Hours:** Flexible / Part-Time / 10-20 hours per month

**Relocation Support:** No

**Apply:** Please see the Join Our Team section of the [S. Sutton & Associates Inc. website](http://www.ssutton-and-associates.com) (www.ssutton-and-associates.com) and use the APPLY HERE button to upload your resume and cover letter consolidated into one document. Candidates will be contacted and interviewed on a rolling basis.

We are S. Sutton & Associates Inc. a philanthropic management consulting firm, serving nonprofit organizations and philanthropists. As dedicated specialists, we bring an understanding of best practices and experience across North and South America, Europe, Asia and the Middle East. Our decades of experience in all aspects of strategic planning, governance and fundraising enables us to provide ideal strategies and approaches to realize organizational success and the vision of leading philanthropists.

Built on an agency model, we draw upon a network of high performing technical experts to assemble customized Innovation Teams to meet each client's unique needs. Our Associates are freelance consultants who, at their discretion, accept consulting engagements and who have the flexibility to work full - or part-time and from any location they choose.

## **WHY JOIN US?**

You will be part of an international consulting firm led by recognized leaders in philanthropy. Through our unique Innovation Team Model, Associates of the firm:

- Accept consulting engagements as desired
- Benefit from an attractive compensation and incentive structure
- Revitalize their professional experience and profile

- Gain experience in State, Provincial and International markets
- Build an exciting alternative - or complement to - full-time employment

We are proud of what we have built and are even more excited about our future. If you are the right person, we are excited to share our opportunities and success with you. Our projects attract a large network of smart, team-oriented professionals drawn to an entrepreneurial and creative environment. We work hard together, play hard together, and we support Associates to be successful individually and as a team.

### **POSITION SUMMARY**

We are looking for a Prospect Researcher to support the Innovation Team members in their efforts to deliver services to not-for-profit clients (in both Canada and the USA) for the consulting firm, S. Sutton & Associates Inc. The position may also be tasked with helping identify potential Associates for the firm, evaluate referred Associates to the firm, and identify potential clients for the firm.

### **BASIC JOB RESPONSIBILITIES**

- Collaborate with Associates in the Innovation Team to provide highly customized prospect research support to meet and exceed the needs of the clients. Support could range from customized research on individuals, corporations, or foundations, prospecting charts, and wealth indicators. Support may also include in depth analysis of industry sectors, trends, and issues impacting philanthropy
- Collaborate with senior leaders of the firm to identify and qualify new Associates for the firm and new clients for the firm
- Work closely with Innovation Team members to develop campaign pyramids, escalation strategies and perform other campaign planning assessments
- Support Innovation Team members with well researched opinions on gift capacity and ask amounts
- Recommend pathways and strategies to engage prospects, and to capitalize on ideas and trends



- Ensure prospect and project information is effectively added to the firm's databases and work tracking tools
- Work closely with other staff of the firm to discover and capitalize on opportunities to improve our roster of Associates and to enhance the client experience with the firm. This could include utilizing Google Analytics or online survey tools

## **REQUIREMENTS**

- College or university degree; MLIS or other information-focused education is preferred
- Minimum 5 years of experience in prospect research
- Demonstrated experience in writing and researching profiles (Individual, Corporate & Foundations)
- Demonstrated experience in completing prospecting projects and campaign pyramid development
- Demonstrated experience in completing Wealth Indicators
- Ability to develop strategies, ideas, pathways and solutions to engage prospects that are being profiles
- Proficient experience in commonly-used online research tools, expert knowledge of Google
- Superior client-focused approach and positive attitude
- Outstanding organization and prioritization skills
- Exceptional attention to detail
- Exceptional written and verbal communication skills
- Demonstrated ability to successfully accomplish responsibilities in high-pressure, high-workload environment
- High proficiency with Microsoft Office and Adobe family of products.
- Knowledge of fundraising databases

## **KEY COMPETENCIES**

Candidates who thrive at S. Sutton & Associates Inc. possess the following attributes:

- High customer service orientation – highly responsive, strong interpersonal and communication skills, wants to deliver great results at all times.
- Sweats the small stuff – strong attention to detail and accuracy, particularly when under pressure
- Dedicated to the work we do – committed to making our clients and Associates successful
- Proactive – looking ahead at what needs to be done on all dimensions; creates own to do list
- Organized – excellent at time and project management, has clear systems and composure to deal with multiple tasks at once and ensure everything gets done in a timely manner
- Relationship-oriented – extremely people focused with a certain 'joie de vivre' and the ability to develop effective working relationships with the clients, the Senior Leadership Team and the wider Associate network
- Good judgment – highly professional and diplomatic, knows when to ask for help or advice, perceptive and practical
- Trustworthy – discreet (you will be privy to confidential information)
- Flexible – must be able to perform successfully in a fast-paced environment; doesn't get frustrated by priorities changing; open to feedback
- Team player – proactively seeks opportunities to help others, will go above and beyond in order to get the job done
- Committed to improving the status quo – we respect and hire people who are willing to ask questions, people who will say what's on their minds and are willing to make a suggestion, even if it is turned down
- Strong intellectual curiosity – a creative thinker, interested in the big picture.
- Self-motivated – a "can-do" attitude with an entrepreneurial spirit and a desire to take on an increasing level of responsibility. As you grow in the role we expect that you will be increasingly proactive



- Demonstrate a high level of ownership of tasks and sound business judgment
- Be seen as a key contributor to the team process
- Demonstrated ability to fulfill responsibilities remotely and in a virtual environment
- Demonstrated ability to work with variable teams in diverse environments on behalf of a wide range of clients
- Exceptional written and verbal communication skills
- Outstanding organizational and prioritization skills
- Superior attention to detail, professionalism, and good judgement

### **HOW TO APPLY**

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