

Prospect Research and Database Coordinator (Job ID: 5133)

LOCATION: Cone Health, SW - Office of Institutional Advancement

CITY: Greensboro

JOB DETAILS:

Exempt: Yes | FTE: 1.0 (40 hours/week) | Schedule: M-F, 8:00 am - 5:00 pm | On Call: NO

JOB SUMMARY:

The Prospect Research and Database Coordinator, managed by the Senior Manager of Donor Development, is an integral member of the Institutional Advancement team. Primary duties include prospect identification, research, reporting and ensuring data integrity in order to communicate accurate information on current and potential donors necessary to support the major and annual giving programs at Institutional Advancement.

Daily working environment includes database activities (such as importing, exporting data and report generation), spreadsheet work and using publically available information as well as proprietary wealth screening results to interpret and estimate a person's potential for giving. In addition, ensures the proper use of and integrity of data in Cone Health's fundraising database.

EDUCATION:

Required: Bachelor's degree

EXPERIENCE:

Required: A minimum of three years' experience in an administrative or development position in a non-profit with extensive database-related responsibilities.

Preferred: Experience as a prospect researcher or in research department in a library in a higher education or medical setting.

LICENSURE/CERTIFICATION/REGISTRY/LISTING-REQUIRED:

Valid driver's license

Cone Health is an equal opportunity employer. If you require assistance with our online job submission process, please contact our team at 866-266-3767 to request an accommodation.