



PORTFOLIO AND PROSPECT RESEARCH MANAGER

New Orleans Facility

ORGANIZATION DESCRIPTION

Founded in 1982 to address hunger in our community, Second Harvest Food Bank's mission is to lead the fight against hunger and build food security in South Louisiana by providing food access, advocacy, education, and disaster response. Through our life-changing, life-saving programs and our partner network of over 700 agencies we are meeting the direct needs of the individuals, children, and seniors we serve across 23 parishes, as well as providing the education and life skills support they need to help lift themselves and their families out of poverty. In fiscal year 2022, Second Harvest distributed more than 40 million meals to more than 300 thousand people through a variety of programs and initiatives. In addition to addressing the challenges of food insecurity, Second Harvest has been here for the community during the COVID-19 pandemic, as well as Hurricanes Laura, Delta, and Ida.

POSITION SUMMARY

Develops and implements a portfolio moves management system for Second Harvest Food Bank's development team, supporting the donor cultivation, solicitation, and stewardship strategies for multiple gift officers for individual, corporate, and foundation giving. The Portfolio and Prospect Research Manager will drive the moves management process, including data analysis, prospect research, identification of prospects for assignment and un-assignment to portfolios, and regular reviews of portfolio performance and progress.

Second Harvest Food Bank of Greater New Orleans and Acadiana believes that every employee makes a significant contribution to the success of the company; that contribution should not be limited by assigned responsibilities. Therefore, each employee is expected to offer his/her talents, expertise, and services whenever necessary to ensure the achievement of company goals.

PRIMARY RELATIONSHIPS

The position reports to the Chief Philanthropy Officer. Within the organization, the position will have primary working relationships with the Resource Development team including the Director of Development, Regional Gift Officers, the Corporate and Foundation Relations Officer and the Donor Services Manager.

PRINCIPAL ACCOUNTABILITIES

Portfolio Management

- Implement portfolio management system with frontline fundraisers to guide donor cultivation, solicitation and stewardship strategies.



- Lead in portfolio and prospect review meetings, providing data, reports, and insights on portfolios and prospects.
- Work closely with frontline fundraising team and Database Manager to ensure portfolio management and prospect research procedures are adhered to and ensure data is accurate and up-to-date.
- Monitor and report on portfolios and performance metrics.

Prospect Research

- Proactively identify major individual, corporate, and foundation gift prospects through research and wealth screenings.
- Produce prospect profiles and briefings based on analysis of wealth, philanthropy, interests, and engagement using Raiser's Edge, iWave, and external sources.
- Create a system and provide timely responses for multiple requests from frontline fundraisers for prospect research information and database updates.
- Provide relevant alerts to development team about donors and prospects by monitoring media sources.

Fundraising Team Support

- Support the frontline fundraising efforts of multiple development team members by updating and maintaining donor records in organization's CRM.
- Provide training for frontline fundraisers to adhere to portfolio management policies and procedures, including assignment and un-assignment of prospects on a regular basis.
- Maintain professional and courteous conduct.
- Comply with all Second Harvest policies and procedures.
- Perform other duties as assigned to meet company needs.

QUALIFICATIONS

Education: Undergraduate degree. Any advanced degree, specialized training, or certification in the development field is a plus.

Experience: 2-3 years of experience in portfolio management and prospect research

Skills and Capabilities:

- Demonstrated ability to initiate and perform complex analyses and organize information to identify philanthropic patterns, interest, and relationships. Ability to analyze and translate financial data.
- Experience using CRM databases and prospect research tools: Raiser's Edge, RE/NXT, ResearchPoint, iWave, Luminate Online, or similar applications. Intermediate to advanced skills using Microsoft Office Suite.



- Ability to manage and complete multiple tasks simultaneously and efficiently, prioritize, and meet deadlines. Must be highly organized with close attention to detail.
- Strong written and verbal communication skills
- Ability to work well in a collaborative team environment that emphasizes a friendly culture and ownership of work responsibilities. Diplomacy and ability to work effectively with a variety of people.
- Strong sense of discretion, confidentiality, and an ethical approach to fundraising
- Commitment to Second Harvest's mission and values

Allowable Substitutions: Combination of education, experience, and/or training that provides the required knowledge and skills for the position may be substituted for experience.

How to Apply:

1. Email resume and cover letter (with salary requirements) to jobs@secondharvest.org.
2. Type "Portfolio and Prospect Research Manager " as the only content in the subject line of your email.

Second Harvest Food Bank is an equal opportunity employer