

Anti-Defamation League (ADL) Prospect Research Specialist

SUPERVISION EXERCISED: None

LOCATION: Anywhere ADL has an office in the Central or Southern Division (Dallas, Austin, Houston, Denver, Atlanta, St. Louis, New Orleans, Florida)

REPORTS TO: Director of Philanthropic Outreach, Central Division

Grade/Class: Grade D, Exempt, PSA-Eligible

ABOUT THE ORGANIZATION

The Anti-Defamation League (ADL) is the leading anti-hate organization in the world. Founded in 1913 in response to an escalating climate of antisemitism and bigotry, its timeless mission is to stop the defamation of the Jewish people and secure justice and fair treatment to all. Today, ADL continues to fight antisemitism and all forms of hate using innovation and partnerships to drive impact. ADL's ultimate goal is a world in which no individual or community suffers from bias, discrimination or hate.

ADL CEO Jonathan Greenblatt—an accomplished leader and entrepreneur in the corporate, public, and nonprofit sectors—was recruited to the organization in July 2015. He has injected new energy and brought a bold vision to the agency. Under Jonathan's leadership, ADL is transforming itself, upgrading its capabilities and pioneering new horizons.

PRIMARY FUNCTION

The Prospect Research Specialist is a key support role in ADL's Central Division integrated fundraising and stewardship team, reporting directly to ADL's Central Division Director of Philanthropic Outreach and supporting in a dotted-line reporting to the Southern Division Director of Philanthropic Outreach. The position will work in tandem with the national Prospect Research Manager. An organized, communicative and detail-oriented collaborator, the Prospect Research Specialist assists in identifying and ranking existing and new donors/prospects, collecting, compiling, analyzing, and verifying biographical and financial information, and ensuring ADL's donor database (Salesforce) is updated with current and clean prospect information. This role will work closely supporting Regional and Divisional fundraising teams to ensure frontline fundraisers have and know how to use the prospecting tools and information essential to growing ADL's overall major donor portfolio.

Responsibilities

Primary:

- Provide thorough research to drive cultivation and solicitation strategies
- Support the Prospect Research Manager and frontline fundraisers to identify, qualify and track major gift prospects
- Compile, analyze, and verify biographical and financial information
- Develop donor and prospect profiles and briefing documents
- Coordinate donor research activity, including supporting processes to identify new prospects and driving deeper research into our current donor base
- Prepare and maintain giving and major gift tracking reports
- Conduct regular wealth screens, validate wealth screening data and update donor records as needed
- Monitor incoming donations for success in prospect cultivation efforts
- Update donor and prospect records adding new donor data, linking records to appropriate constituents, scrubbing old/outdated data, and creating new/additional records as needed
- Provide routine data quality control reviews, ensuring that spelling of names, contact information, record type, record status, gift source, related records, and other donor-related information in the database are correct and up-to-date
- Develop a broad knowledge of ADL donors and their interests

Qualifications

Skills:

- Strong project management, organizational and administrative skills essential
- Knowledge of techniques and methodologies of donor and prospect research using both online and traditional print sources required
- Excellent interpersonal skills, a solutions-focused mindset, and the ability to determine course of action required
- Excellent written and oral presentation skills essential
- Proficiency in use of online research tools such as Wealth Engine, Donor Search, Rel Sci, Foundation Directory Online, etc. along with numerous other online and print tools and publications
- Proficiency as well with word processing, spreadsheet, and database management software (i.e., Microsoft Office Suite)
- Proficient in Salesforce or similar CRM systems strongly preferred
- A problem-solving focus, an astute attention to detail, and the ability to maintain confidentiality and handle sensitive information required.
- Ability to work efficiently in a virtual environment with off-site colleagues required.

Work Experience:

- 4+ years of experience in a fundraising or advocacy environment required
- 2+ years of experience in direct donor and prospect research required
- Experience preparing polished donor research packages, presentations and other donor-facing materials preferred
- Previous work in a national organization with multiple satellite offices a plus

Education:

- Bachelor's degree or equivalent work experience required.

Work Environment:

- ADL COVID-19 Protocol (updated periodically): ADL is adhering to CDC, State, local, and Federal orders regarding COVID-19. ADL will require that all employees are vaccinated with exceptions for medical and religious accommodations. ADL may require proof of vaccination. This role will start as a remote position but may transition to a hybrid environment when offices reopen.

Compensation:

- This position is a Grade D3, which has an average salary range of \$50,900 - \$64,700. This salary range is reflective of a position in Dallas, Texas. Please note that salaries are commensurate with experience, and since ADL has a location-based compensation structure, there may be a different range for candidates in other locations.

Interested applicants can apply at [Prospect Research Specialist](#).

ADL values a diverse workplace and strongly encourages women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. ADL is an equal opportunity employer. Recruitment, hiring, promotions and other terms, conditions and privileges of employment shall be maintained in a manner which does not discriminate on the basis of age, race, creed, religion, color, national origin, sex, sexual orientation, gender expression, marital status, physical or mental disability, veteran status, or military status, or in violation of any applicable Federal, state or local laws.

ADL will ensure that individuals with disabilities are provided reasonable accommodations to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. For individuals with disabilities who would like to request an

accommodation to support the interview process, please contact Talent & Knowledge at talentacquisition@adl.org.

ADL will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Fair Credit Reporting Act, and all other applicable State, Local, and Federal laws.