



180 N. Wabash Ave.
Suite 700
Chicago, IL 60601
773.256.3000
meadville.edu

Prospect Researcher and Database Manager

Location: Chicago, IL/Hybrid or Remote	FLSA: Non-exempt
Department: Advancement	Type: Part-time – 10hrs
Reports To: President	Salary Range: \$24 - \$28/hour

Meadville Lombard Theological School, located in the Loop of Chicago, is a part-time Prospect Researcher and Database Manager who will be a crucial player in the institution's success.

A graduate theological institution rooted in the Unitarian Universalist tradition, Meadville Lombard is academically rigorous, spiritually grounded, unapologetically progressive, and deeply committed to teaching and learning for social justice and transformation. Meadville Lombard's innovative education model is a low residency program grounded in service learning and integrated internships.

Students travel to Chicago twice a year for learning convocations and intensives and regular contact with faculty and students through various technology formats. The successful candidate must be competent in a multiracial, multicultural, and theologically diverse learning and work environment.

Job Summary

Reporting to the President, the primary focus of this position is identifying and cultivating relationships with potential new donors and providing timely and data-informed reports to the organization. This role requires a strategic and proactive approach, an ability to work in a team-oriented environment, and a strong focus on prospective donor engagement and data maintenance.

Responsibilities of this position include but are not limited to:

- Provides timely and accurate data to the Leadership and Advancement teams to facilitate planning, prospect donor outreach, progress and trends reporting
- Maintains clean data and implements and documents processes for accurate and consistent reporting
- Assists with processing gifts and enters them into the database
- Research prospect opportunities and develop reports on individual donors
- Performs other duties as regularly assigned

Minimum Qualifications

The manager will possess a bachelor's degree, preferably in Business Administration, Communications, Non-Profit Management, or a related field. Have at least two years of professional experience in fundraising, development, or related field, preferably in an educational or non-profit setting. A proven track record of identifying new donor prospects and securing significant gifts is required. Excellent understanding of fundraising and knowledge of basic fundraising techniques and strategies. Exceptional written and verbal communication skills, with the ability to represent the school to donors and external agencies. Proficient in the use of Microsoft Office Suite and

fundraising databases. Knowledge and familiarity with research techniques for fundraising prospect research. In addition, a strong commitment to promoting the school's mission and vision.

Other working conditions

Evening and weekend hours may be required as duties demand.

The preferred applicant will commit to the importance of theological education and liberal ministry and its missions, be a well-organized problem-solver, and have solid and effective time management and organizational skills in handling multiple projects, priorities, and deadlines. Must be a detail and strategic thinker and a self-starter. This position requires someone who can work independently, exercise high discretion, and collaborate with diverse groups of individuals and situations with a high degree of tact and good judgment. The ideal candidate should demonstrate computer proficiency, including Microsoft Office, fluency with internet applications, and a willingness to learn new applications. The ability to function as a team player in a fast-paced culture, dependability, a sense of humor, and enthusiasm are essential.

Preference will be given to candidates who have knowledge of Unitarian Universalist theology, culture, and practices, although all beliefs are accepted.

HOW TO APPLY

Meadville Lombard Theological School offers a competitive salary and benefits package, including spouse/partner/family insurance options. Meadville Lombard is an Equal Opportunity Employer and encourages women, persons of color, and persons with disabilities to apply. The school is committed to enriching its educational experience through faculty, administration, and staff diversity.

Interested **applicants should submit a cover letter, resume, and diversity statement** (which may include your interpretation of diversity, inclusion, and gender equity and must include specific examples of how your educational and professional experiences, background/philosophy has prepared you for this role) to Philip Pena, Vice President of Finance and Administration, ppena@meadville.edu. Open until filled; apply by **October 13, 2023**, for best consideration.

The position is based at the Chicago Loop office, conveniently within walking distance of public transportation. We thank all applicants in advance for their interest. However, **ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**