



**Georgia Institute  
of Technology**

### Boyden Executive Search Contact

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### Position Summary

The Director of Prospect Research in the Office of Development (DEV), in partnership with the AVP of Operations and Services and the Director of Prospect Management, plans, leads, implements and coordinates all elements of the Research function, including advising on and determining goals, resources, standards, strategies and tactics for prospect identification, rating, description and summarization; they are responsible for budget planning as well as supervision and thoughtful professional development of Research staff and their work. They and their team identify and evaluate major and principal gift prospects for strategic engagement and philanthropic support of Georgia Tech. They conduct and review detailed research using on-line databases, in-house data, and other reference sources. They design, create, and review written reports compiling and synthesizing this information, and oversee appropriate dissemination and presentation based on audience and situation. They use prospecting tools such as screening, data modeling, and alerts to build prospect pools and identify targeted groups in line with the needs identified by Prospect Management. They provide analysis and recommend suitable strategies for prospects in relation to institutional fundraising opportunities, and partner with the Director of Prospect Management to ensure identified prospects are placed into and moved along the pipeline.

### Responsibilities

- Plan, develop, organize, implement, coordinate, monitor and evaluate research efforts.
- Hire, train, evaluate and proactively supervise research staff. Work creatively to ensure appropriate staffing levels for all areas and projects. Thoughtfully design and implement professional development plans for all research staff to demonstrate growth and improvement in identified areas.
- Lead the development of strategic goals and directions for research; participate in setting Operations' strategic goals and direction. Set relevant goals for research functions.
- Develop and refine efficient methods for understanding and reporting on productivity and tying contribution to Development efforts and progress.
- Conduct detailed biographical, business and financial research on individuals and organizations using on-line databases, in-house data, and other reference sources. Provide capacity assessments on prospects in ongoing projects and upon request. Prepare briefings and other formatted reports synthesizing this information as appropriate for a variety of audiences and situations.
- Identify potential donors to Georgia Tech as new prospects for future research and cultivation. Conduct special prospect identification projects in support of identified priorities and initiatives. Review and validate regular screening results. Conduct in-depth analysis on leadership groups, as well as financial results.

- Establish and maintain turnaround and quality control standards for research-specific materials and communications produced by the department. Review outgoing materials for accuracy, content, presentation and consistency with departmental standards.
- Develop and maintain an ongoing, collaborative relationship with Prospect Management, Information Services, Principal and Major Gift leadership and officers. Develop particular knowledge about Georgia Tech and its programs, projects, personnel and initiatives. Proactively monitor and prepare for key initiatives and events that would benefit from research analysis and briefing materials.
- Onboard and train current and new Development and related staff on understanding and interpreting research products and initiatives.
- Train and coach Research staff on research and analysis information resources, techniques and standards.
- Methodically update and oversee the updating of paper, online and imaged files and CRM records on constituents.
- Gain and maintain proficiency in the use of commercial databases, free Internet resources, and internal systems. Regularly assess and advise on the most effective combination of tools and products in the marketplace; make recommendations on budgetary allocations for best resource usage. Oversee subscription testing and maintenance and vendor relationships.
- Assist in maintaining internal systems and products, including contributing to the upkeep of departmental Intranet and other sites.
- Gain and maintain awareness of issues within the development profession, particularly relating to ethics, privacy and compliance, and of the goals and activities of Georgia Tech and its peer institutions. Define and implement procedures and policies on ethics and confidentiality, and appropriate dissemination of information.
- Monitor and participate in relevant listserves, publications and professional groups to maintain a strong knowledge of developments in the field of research and related functions. Identify and attend relevant meetings, conferences, and related training opportunities of vendors and professional organizations.
- Serve on administrative teams as appointed.
- Perform related duties and assist AVP and related partners with projects as assigned.

### Skills and Abilities

- Demonstrated experience as a self-directed leader who can shape existing pieces and processes into a definitive integrated program.
- Demonstrated superior and collaborative skills to navigate a variety of personalities is essential.
- Proven ability to prioritize and work independently, responsibly, and meet deadlines.
- Experience and references demonstrating creative and flexible research skills and ability to analyze, interpret, summarize and present information effectively.
- An understanding of the development process in multiple types of environments, and experience with a high-functioning operation strongly preferable.
- Ability to communicate effectively; exceptional and succinct writing/reporting skills are essential and will be tested.
- Ability to make effective and persuasive presentations to internal and external groups and individuals.
- Excellent interpersonal and relationship building and maintenance skills and ability to function well within multiple teams.
- Proven ability to actively and sensitively manage or lead a team or functional area.

- Ability to apply principles of logical thinking to a wide range of intellectual and practical problems while maintaining creativity in problem-solving.
- Ability to apply an ethical code and good judgment, and to handle confidential materials and situations with sensitivity and discretion.
- Mastery and curiosity around research resource materials and prospect management theory and methodologies consistent with APRA's Advanced Body of Knowledge; ability to use on-line databases creatively and effectively.
- Experience with Blackbaud CRM preferred, particularly the ability to query and extract data, and to make appropriate data management recommendations.
- Required proficiency in information management and "poweruser" knowledge of standard Windows applications such as Excel and Access. Understanding of Advizor or PowerBI and similar reporting and visualization tools preferred.

### **Required Qualifications**

- Bachelor's degree or equivalent combination of education and experience in prospect research and or/prospect identification.
- Five or more years of experience in prospect research and/or prospect identification.

### University Policies and Statements

Georgia Tech prides itself on its technological resources, collaborations, high-quality student body, and its commitment to building an outstanding and diverse community of learning, discovery, and creation. We strongly encourage applicants whose values align with our institutional values, as outlined in our strategic plan. These values include academic excellence, diversity of thought and experience, inquiry and innovation, collaboration and community, and ethical behavior and stewardship. Georgia Tech has policies to promote a healthy work-life balance and is aware that attracting faculty may require meeting the needs of two careers.

The Georgia Institute of Technology (Georgia Tech) is an Equal Employment Opportunity Employer. The University is committed to maintaining a fair and respectful environment for all. To that end, and in accordance with federal and state law, Board of Regents policy, and University policy, Georgia Tech provides equal opportunity to all faculty, staff, students, and all other members of the Georgia Tech community, including applicants for admission and/or employment, contractors, volunteers, and participants in institutional programs, activities, or services. Georgia Tech complies with all applicable laws and regulations governing equal opportunity in the workplace and in educational activities.

Georgia Tech prohibits discrimination, including discriminatory harassment, on the basis of race, ethnicity, ancestry, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, national origin, age, disability, genetics, or veteran status in its programs, activities, employment, and admissions. This prohibition applies to faculty, staff, students, and all other members of the Georgia Tech community, including affiliates, invitees, and guests. Further, Georgia Tech prohibits citizenship status, immigration status, and national origin discrimination in hiring, firing, and recruitment, except where such restrictions are required in order to comply with law, regulation, executive order, or Attorney General directive, or where they are required by Federal, State, or local government contract.

All members of the USG community must adhere to the USG Statement of Core Values, which consists of Integrity, Excellence, Accountability, and Respect. These values shape and fundamentally support our University's work. Additionally, all faculty, staff, and administrators must also be aware of and comply with the Board of Regents and Georgia Institute of Technology's policies on Freedom of Expression and Academic Freedom. More information on these policies can be found [here](#).

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**About Boyden**

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

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