



Board Member Opportunity

ORGANIZATION: Rahab's Hope

Mission: Rahab's Hope extends financial assistance and community resources to support individuals and families that are experiencing financial hardships and are at risk of homelessness. Our services aid in obtaining and maintaining housing stability throughout Montgomery County.

Board of Director Position: **Prospect Researcher**

EXPECTATIONS:

Leadership, governance and oversight:

- Proactively identifies new and high-level major gift leads and prospects.
- Prepares prospect reports for use by key volunteers/staff/board members and serves as prospect tracking and keeps record of leads.
- Maintains and analyzes prospective and upgraded donor data and develops current and prospective donor lists and data. Produces current and prospective donor profiles and helps determine appropriate solicitation ranges.
- Partner with the Fundraising Chair in the management of major gifts portfolios regarding movement of qualified/disqualified leads within Sumac database.
- Provides research support for major gifts work with high-level volunteer chairs such as the Fundraising Chair.
- Research potential partnerships with entities that are able to provide services to Rahab's Hope and/or program participants, make financial contributions, offer grant opportunities, support through fundraising events, donate program supplies etc.
- Performs other duties as necessary.

Fundraising:

- Participate in fundraising events.
- In collaboration with the board, generating substantial annual revenue and fostering Rahab's Hope overall financial health.
- Personally, treating Rahab's Hope as a top philanthropic priority reflected in an annual financial gift.
- Identifying, qualifying, cultivating, soliciting, and stewarding major individual donors, corporate, and/or foundation gifts.

Board terms/participation: Rahab's Hope Board Members will serve a three-year term to be eligible for re-appointment for additional terms. Board members are encouraged to remain active during each term.

QUALIFICATIONS DESIRED:

- Bachelor's degree, or equivalent, specializing in business administration or a related field.
- At least three years' experience in prospect research; fundraising/development experience and non-profit experience strongly preferred.
- Intermediate knowledge of donor types and understanding of fundraising processes and donor cycles.
- Tech Savvy with the ability to operate Microsoft Office, Google Drive, Email, Sumac etc

- Knowledge of information systems including a variety of software, internet, and various databases, and knowledge of prospect research ethics
- Strong research, organizational, writing, communication, and interpersonal skills
- Strong qualitative and quantitative analytical and research skills. Advanced proficiency in conducting donor research, with experience in recognizing and assessing wealth indicators and giving capacity as well as identifying prospects.
- Intermediate proficiency in locating relevant information in a variety of formats: including electronic, hard copy, telephone calls, conversations with volunteers, then consolidating it in a well-organized report format.
- Demonstrated ability to work effectively with board members and key volunteers and to solve complex problems.
- Demonstrated adaptability and excellent planning and organizing skills.
- Exceptional communication skills (verbal and written) that include sensitivity to donor information.
- Strong collaboration skills and demonstrated ability to effectively relate to a diverse audience.
- Detail oriented and demonstrated ability to quickly and concisely synthesize large amounts of information.

Start Date: Fall 2021

TO APPLY: Visit <https://rahabshope.org/get-involved-and-serve> or contact Preshuis Williams at info@rahabshope.org