



## Donor Prospect Analyst Intern

The Athens Area Humane Society rescues and protects companion animals by providing for their wellbeing, uniting them with loving homes, and advocating for a compassionate society. We envision a society where all dogs and cats have a loving home and the bond between pets and people is celebrated. Founded in 1899, AAHS is among the first charitable organizations in Athens and one of its most beloved. Thanks to the generosity of individual donors, small family foundations, and legions of community volunteers, AAHS helps, heals, and homes more than 5,000 pets annually.

### Position Overview:

The Donor Prospect Analyst Intern is a member of AAHS's fundraising/development team who is responsible for systematic identification, determination, analysis, and maintenance of relevant information on high quality prospects for major gifts, planned gifts, and capital gifts. The Prospect Analyst analyzes, interprets and formats biographical, professional, and financial information needed to facilitate the solicitation of private funds from individual and corporate donors by AAHS's development and executive staff. This part-time (up to 25 hours/week) position reports to the Chief Executive Officer and may be performed remotely or at our new campus at 1030 Mitchell Bridge Road.

### Roles & Responsibilities:

- Using a broad spectrum of sources, the Donor Prospect Analyst researches, organizes, and evaluates a prospect's financial capacity, ability to give, willingness to give, charitable interests, and connection to AAHS's mission.
- Produces in-depth, well-written reports on prospects based on a combination of data from AAHS's Network for Good donor database, financial records, public databases, social media platforms, real estate ownership, and other markers of high-quality individual and corporate funders.
- Writes frequent prospect briefings for the use of the development team.
- Works with other development staff to improve and prioritize AAHS's fundraising strategies and plans.
- Determines wealth indicators and liabilities and uses this data to provide appropriate financial capacity ratings.
- Analyzes, interprets, updates, and formats biographical, professional, and financial information into concise report formats for various fundraising purposes.
- Organizes and maintains prospect records and files, including continuous maintenance of accurate databases and central files.
- Maintains the confidentiality of sensitive information and upholds the Donor Bill of Rights and other ethical standards.
- Maintains knowledge and understanding of AAHS's mission, programs, and fundraising needs and goals.

- Pursues professional development opportunities to stay abreast of changes and new developments in the field of fundraising/prospect research.
- Ensures all assigned tasks are compliant with AAHS policies and procedures.
- Performs similar or related duties as assigned or required.

### **Position Requirements:**

Education: Bachelor’s or Associates Degree from an accredited college or university. Candidates currently enrolled in degree programs will be considered.

Experience: One (1) year of experience related to the above-described duties.

Substitution Statement: Related experience may be substituted for education, on a basis set forth and approved by the CEO. If a candidate believes he/she/they is/are qualified for the job although he/she/they does/do not have the minimum qualifications set forth below, he/she/they may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **Physical Demands & Work Environment:**

The physical demands and work environment profile described here are representative of those a typical employee encounters while performing the essential functions of this position. Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, crawling, pushing/pulling, reaching above the shoulders, and lifting up to 25 pounds. Must be available to work weekends and holidays, as needed.

### **Diversity, Equity, & Inclusion Statement:**

We work to recruit diverse candidates and ensure our team members have all the tools they need to be successful. Our mission is most effectively fulfilled through proactively supporting the values of equity, inclusion, and diversity. Diversity may be measured by, but is not limited to, differences in age, ethnicity, race, gender identity, sexual orientation, economic circumstance, class, religion, disability, geography, and profession. We acknowledge and respect the many differences that comprise thriving communities and seek diversity in our staff to ensure that a range of perspectives, opinions, and experiences are recognized and acted upon in achieving our purpose. We intend to promote a fully equitable animal welfare sector that justly represents and serves all our constituencies. Consequently, we strongly encourage applications from candidates of color, LGBTQ+ identity, and other historically marginalized communities.