



ST. JOSEPH'S INSTITUTION INTERNATIONAL

St Joseph's Institution International is a Catholic and Lasallian school that provides a quality international education to a diverse student body, rooted in the community of Singapore. We are seeking a dynamic, experienced, conscientious and proactive individual to join us as:

Prospect Research & Advancement Operations Executive

The Prospect Research & Advancement Operations Executive is a pivotal, data-driven role at the engine room of SJI International's philanthropic mission. Operating at the intersection of business intelligence, relationship management, and fundraising technology, this role directly fuels the school's strategic growth across three major funding tracks: the Scholarships & Bursaries Fund, the New Campus Capital Campaign, and the Preschool Building Campaign.

Working in close partnership with the Chief Advancement Officer (CAO), the Manager of Advancement Services & Annual Giving, and the Major Gifts Officer, you will unlock donor potential by converting raw data into actionable intelligence. From mining prospective donor networks and conducting high-level capacity screenings to maintaining our CRM infrastructure and executing seamless gift operations, your work directly enables the team to secure transformative investments for the school's future.

This is an exceptional opportunity for an analytical, detail-oriented professional looking to sharpen their expertise in advancement operations, prospect management, and regulatory governance within a premier educational institution.

Key Responsibilities

1. Prospect Research

- Conduct research and analysis to identify and qualify potential donors and prospects across all three fundraising tracks, in compliance with PDPA requirements.
- Perform preliminary KYC (Know Your Customer) and due diligence screenings on prospective donors prior to solicitation.
- Maintain up-to-date prospect ratings, capacity assessments, and next-action steps in the CRM (ToucanTech).
- Monitor external news sources, corporate filings, and regional giving trends to surface new prospect leads.
- Support the Major Gifts / Capital Campaign Officer and CAO with capacity-screening dossiers ahead of major solicitations.

2. Donor Database & CRM Administration

- Maintain and update the Advancement database, ensuring data accuracy and integrity across all three tracks.
- Develop and run pipeline reports to analyse and track fundraising progress for the CAO, Manager, and Major Gifts / Capital Campaign Officer.
- Process donations accurately, support tax-deductible receipting (IRAS/IPC submission data), and facilitate timely donor acknowledgements.
- Maintain CRM data protocols consistent with the school's data privacy, PDPA, and donor records policies.

3. Administrative & Operations Support

- Provide comprehensive administrative and operational support to the Advancement team, including event support.
- Track naming opportunities and donor recognition inventories across campus and capital campaign assets.
- Assist with financial administration, gift reconciliation with the Finance Department, and budget tracking.
- Assist in coordinating Advancement team meetings, recording updates and action items.
- Undertake any other duties as reasonably assigned by the Manager, Advancement Services & Annual Giving.

Qualifications and Skills

- Diploma/degree in a relevant field.
- 1–3 years' experience in fundraising, prospect research, or database administration.
- Strong analytical and computer skills; comfort with donor management systems and a strong aptitude for learning new technologies.
- High attention to detail and data accuracy.
- Discretion in handling confidential donor information.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.