ASSOCIATE DIRECTOR OF PROSPECT RESEARCH & ANALYTICS

Department: Office of Development and Alumni Relations I **Reports to:** Director of Development
Status: Full-Time, Year-Round

Laguna Blanca School is a college preparatory, coeducational day school located on two campuses in Santa Barbara, California. Grades EK-4 are located on a quaint campus in Montecito, while Grades 5-12 are located on Laguna's historic campus in idyllic Hope Ranch. Laguna Blanca emphasizes its core values of scholarship, character, balance, and community in its programs.

POSITION SUMMARY

Laguna Blanca School seeks an Associate Director of Prospect Research & Analytics to strengthen fundraising and constituent engagement through strategic research, data analysis, relationship management, and project coordination. Working closely with the Director of Development, Head of School, and the Advancement team, this individual will provide insights and operational support to inform fundraising strategy, cultivate donor relationships, and advance the School's philanthropic priorities.

The position works in partnership with Advancement Services, which oversees database administration and gift processing, while focusing primarily on prospect development, fundraising intelligence, and relationship strategy.

Interested candidates should submit a cover letter and resume to employment@lagunablanca.org and complete the online employment application. Applications will not be considered complete until all required items are received.

KEY RESPONSIBILITIES

Prospect Research & Development

- Research and evaluate prospective donors, including alumni, parents, grandparents, foundations, corporations, and community members, to identify philanthropic interests, giving capacity, and potential opportunities.
- Identify, qualify, and prioritize prospects for major gifts, annual giving, endowment, planned giving, and campaigns.
- Prepare prospect profiles, donor briefings, biographies, and research materials for the Director of Development, Head of School, Trustees, and other School leaders.
- Monitor relevant news and philanthropic activity to identify emerging opportunities and inform cultivation strategies.
- Research prospective trustees and support the Board's nominating process.

Relationship Management & Fundraising Strategy

- Track key constituent relationships, donor engagement, cultivation activities, commitments, and follow-up.
- Coordinate donor meetings, leadership interactions, and stewardship opportunities, ensuring timely preparation and follow-through.
- Support major gift and campaign planning through prospect pipeline management, research, reporting, and meeting coordination.
- Assist with fundraising and constituent engagement reports for Development and Board leadership.

Data Analysis & Project Management

- Use Raiser's Edge and other tools to analyze fundraising performance, prospect pipelines, donor engagement, and campaign progress.
- Develop reports, queries, and actionable insights to support fundraising priorities and decision-making.
- Collaborate with Advancement Services to maintain accurate prospect and relationship information and support data needs for donor communications and publications.
- Manage assigned Advancement projects, including timelines, coordination, reporting, and follow-up.
- Identify opportunities to improve Development Office workflows, systems, and processes.

KEY RESPONSIBILITIES CONTINUED

Gift Stewardship & Advancement Support

- Support donor acknowledgment, pledge reminders, recognition, and stewardship activities, particularly for major, endowment, and planned gifts.
- Coordinate named endowment impact reports, student award recognition, and other donor engagement initiatives.
- Assist with gift documentation, planned giving administration, and gift processing as needed, in partnership with Advancement Services and the Business Office.
- Collaborate with Admissions, Alumni Relations, Communications, and other School departments on advancement initiatives while maintaining appropriate confidentiality and data privacy.
- Support Development Office events, meetings, and special projects as assigned.

QUALIFICATIONS & SKILLS

- Bachelor's degree preferred, with 3–5 years of relevant experience in advancement, prospect research, fundraising operations, project management, or a related field.
- Experience with Raiser's Edge or a comparable CRM; Raiser's Edge NXT preferred.
- Demonstrated ability to conduct prospect research, evaluate donor information, and translate data into actionable recommendations.
- Strong analytical, organizational, and project management skills, with advanced Google Sheets proficiency and experience using reporting tools.
- Excellent written and verbal communication skills, sound judgment, and exceptional attention to detail.
- Ability to manage competing priorities, work independently, and collaborate effectively with colleagues and School leadership.
- Commitment to confidentiality, ethical research practices, and professional standards, including applicable CASE and APRA guidelines.
- Experience in an independent school, college, university, or other nonprofit organization is strongly preferred.
- Familiarity with and commitment to the School's mission, culture, and values.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

- Must be able to traverse School facilities and lead students to safety in the event of an emergency.
- Occasionally bend, stoop, squat, and lift up to 40 lbs. as part of job duties.
- Willingness to work occasional evenings and weekends for School-related events or projects.
- Have a current TB Assessment.
- Must provide a clear fingerprint test and background check.
- Have CPR and First Aid certifications or have the ability to become certified upon employment.

COMPENSATION

The salary range is $87,500 – $95,000, depending on experience and qualifications. Benefits include medical, dental, vision, and retirement.

Note: To perform this position successfully, an individual must be able to meet the physical requirements and perform each essential job duty satisfactorily. In compliance with federal and state laws, reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. Please direct inquiries to Angela Jevons at **ajevons@lagunablanca.org** or 805-969-1085.

Laguna Blanca School does not discriminate on the basis of gender, race, color, national origin, religion, creed, age, disability, marital or familial status, sexual orientation, veteran status, or any characteristic that is legally protected under applicable local, state, or federal law. This nondiscrimination policy includes but is not limited to admission, financial aid, educational programs, athletics, and employment.

INTERESTED CANDIDATES SHOULD SUBMIT A COVER LETTER AND RESUME TO EMPLOYMENT@LAGUNABLANCA.ORG, AND COMPLETE THE ONLINE APPLICATION