Job Opening

Job Title:	Prospect Researcher	**Department:**	Development
Reports To:	Donor Relations Manager	**Employment Type:**	Regular
Classification:	Part-Time	**FLSA Status:**	Non-Exempt
Location:	Concord	**Date Approved:**	10/23/2026

Who We Are

For 50 years, the Food Bank, made up of a diverse staff, dedicated Board of Directors and passionate volunteers, has been leading the fight to end hunger in partnership with our community and in service of our neighbors in need.

About this Opportunity

The Prospect Researcher plays a key role in growing FBCCS's philanthropic support by identifying, evaluating, and qualifying prospective major, mid-major, and mid-level donors. This role mines donor and prospect data from the donor database and wealth screening tools,, supplements it with research from public and online sources, and turns findings into clear donor profiles and portfolio recommendations. By equipping Gift Officers and Donor Relations staff with the insight they need to cultivate and steward donors toward their next giving level, this position helps the Development team grow the philanthropic support that advances the Food Bank's mission to end hunger.

Essential Duties

- Conduct regular donor capacity research on Salesforce donor records, using DonorSearch data modeling to identify prospective major, mid-major, and mid-level donors, as well as existing donors who show capacity or inclination for increased giving.
- Conduct supplemental research using online and public sources, including Google, LinkedIn, news archives, real estate records, and other philanthropic databases, to build a fuller picture of a prospect's capacity, giving history, and philanthropic interests.
- Compile research findings into clear, well-organized donor and prospect profiles for use by Gift Officers and Donor Relations staff.
- Identify and recommend prospect assignments and portfolio moves for Gift Officers, and matching engagement opportunities for Donor Relations staff, to help move each donor toward their next giving level.
- Maintain accurate, current research findings and ratings in Salesforce, incorporating updates from Gift Officers and Donor Relations staff to ensure data integrity across the prospect pipeline.

- Respond to time-sensitive research requests from Gift Officers, executive leadership, and board members in advance of donor visits or solicitations.
- Provide research support for campaign planning studies and other special fundraising initiatives as needed, including prospect profiles, timelines, and gift tables.
- Partner with DAC Leadership and Gift Officers to align research priorities with portfolio, campaign, and moves-management needs.
- Present research findings and portfolio recommendations at regular bi-weekly pipeline meetings.
- Monitor local and national philanthropy news and trends for developments that could affect current donors' or prospects' giving capacity and interest.
- Follow the Association of Professional Researchers for Advancement (APRA) ethical standards and donor-privacy best practices in all data collection and use, keeping research focused on information relevant to giving capacity, philanthropic history, and interests.
- Attend department and organization-wide meetings, trainings, and team-building events.

Skills and Qualifications

Required

- Two or more years of experience in prospect research, fundraising data analysis, or a related development/donor relations role; or an equivalent combination of education and experience.
- Strong information technology skills, including demonstrated proficiency with prospect research tools, donor databases (Salesforce preferred), and Microsoft Office applications.
- Strong internet research skills, including public records, LinkedIn, news sources, and philanthropic databases.
- Excellent analytical and writing skills, with the ability to synthesize large volumes of information into clear, concise profiles.
- Strong written and verbal communication skills, including the ability to present findings clearly to Gift Officers and Development leadership.
- High degree of discretion and a strong commitment to donor confidentiality.
- Compliance with data privacy laws.
- Demonstrated ability to manage competing deadlines and prioritize time-sensitive requests alongside ongoing proactive research projects.
- Genuine commitment to and enthusiasm for working with people of diverse backgrounds, cultures, and lived experiences; a demonstrated ability to engage respectfully and effectively across differences.

Preferred

- Bachelor's degree in a related field.
- Familiarity with moves-management or portfolio-based fundraising models.
- Working knowledge of APRA ethics guidelines.
- Experience in a nonprofit, mission-driven, or community-based environment.

Competencies

- **Adaptability** — Remaining effective across changing conditions by welcoming feedback, shifting approaches as needed, and balancing competing priorities.
- **Cooperation** — Engaging colleagues with respect and tact to build productive relationships, resolve conflicts, and collaborate effectively.
- **Dependability** — Consistently following through on responsibilities with accountability, reliability, and a commitment to doing one's best work.
- **Job Knowledge** — Maintaining the technical proficiency and contextual understanding needed to perform one's role effectively and independently.
- **Organization Support** — Upholding the organization's values, policies, and mission.
- **Teamwork** — Collaborating with a focus on collective success by balancing individual and group responsibilities and exchanging feedback openly.

Additional Information

In instances of a federal, state, or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

Work Location

This is an on-site position. Remote work is not guaranteed and may be granted solely at the discretion of the department head.

Work Environment

This position works primarily in an office environment, with computer-based research and occasional attendance at Food Bank events such as donor tours. The noise level is typical of a general office setting and is generally moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

The employee must occasionally lift and/or move up to 10 pounds. The employee is regularly required to talk or hear, sit, stand, walk, use hands to type and handle materials, and reach with hands and arms. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasonable accommodations will be provided for qualified individuals with disabilities upon request.

Compensation

This is a part-time, non-exempt position. To ensure internal pay equity, the non-negotiable starting pay for this position is $36.76/hr.

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Schedule

This position is regularly scheduled Monday – Friday, but hours outside of the regular schedule may occasionally be required

To Apply

Please send your resume, cover letter, and any supporting documents to hr@foodbankccs.org with the subject line: "Prospect Researcher".

FBCCS is an Equal Opportunity Employer and complies with applicable state and local laws governing nondiscrimination in employment in every location in which the FBCCS has facilities.

We strive to create a workplace and organization that reflects the communities we serve where everyone feels empowered to be their full, authentic selves. Together, we work innovatively to effectively serve our community. Underrepresented groups are welcomed and encouraged to apply.

FBCCS does not have the resources to sponsor visas, nor any open positions eligible for the H-1B program.

For more information about us, please visit: http://www.foodbankccs.org/careers