

Prospect Researcher

The Public Theater is seeking a Prospect Researcher to join the Major Gifts team and support the information needs of the Development Department. Under the supervision of the Director of Major Gifts, the Prospect Researcher will prepare profiles, verify research data, provide proactive research, analyze data on individual constituents of interest to The Public Theater, and collaborate on other special projects as needed.

Key Responsibilities

- Prepare prospect research profiles for potential and identified major gift and annual gift prospects for The Public Theater, including for special event attendees
- Conduct high-level research on individuals using a wide variety of biographical, organizational, and financial sources, including state-of-the-art online database services, Internet websites, library and government sources, and other external sources of public information
- Analyze and synthesize accumulated information to assess financial capacity, philanthropic tendencies, giving propensity and connections to The Public Theater
- Make recommendations to develop and implement further research strategies to assist with the production of cultivation and solicitation plans
- Monitor contact and internal giving reports, as well as event attendance lists, for potential new prospects for major and annual fund giving
- Prepare prospect reports and assist the Development Department in producing giving and major gift tracking reports
- Maintain prospect research fields of data in the Tessitura database
- Through professional development, keep up to date with effective prospect research and prospect management techniques, as well as trends in the prospect research profession and the advancement/fundraising field
- Maintain policies and procedures supporting best practices, ethical and professional research standards, leveraging technology, data integrity, and data security
- Ability to work in conjunction with The Public's ongoing Capital Campaign; participate in navigating additional responsibilities and efforts in connection with the Campaign
- Perform other related duties as assigned

Requirements

- Bachelor's Degree with advanced use of Microsoft Office Suite
- Three to six years of experience in a nonprofit office setting
- One to three years of experience in fundraising and prospect research
- Familiarity with and comfort in the use of the Tessitura database
- Exceptional attention to proper spelling and grammar
- Knowledge of donor types and an understanding of fundraising processes/cycles of engagement: identification, cultivation, solicitation, and stewardship; alternatively, a desire to learn this process
- Willingness to work within a well-established, collaborative team

- Excellent critical thinking skills
- Detail oriented; exceptional attention to discretion and the highest standards of confidentiality
- Demonstrate an eagerness toward prospect research

To Apply

Please send a cover letter and resume to jobs@publictheater.org with the subject line “Prospect Researcher”.

COVID-19 and Vaccination Policy

- As a condition of employment, The Public will require all who report to work on-site (either at The Public Theater or any other workspace or performing location) to be up-to-date on the COVID-19 vaccine and booster, as eligible based on CDC guidelines.

Commitment

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

This is an Exempt position according to the Fair Labor Standards Act, with an annual salary of \$65,000.

About The Public

The Public is theater of, by, and for the people. Artist-driven, radically inclusive, and fundamentally democratic, The Public continues the work of its visionary founder Joe Papp as a civic institution engaging, both on-stage and off, with some of the most important ideas and social issues of today. Conceived over 60 years ago as one of the nation’s first nonprofit theaters, The Public has long operated on the principles that theater is an essential cultural force and that art and culture belong to everyone.

Under the leadership of Artistic Director Oskar Eustis and Executive Director Patrick Willingham, The Public’s wide breadth of programming includes an annual season of new work at its landmark home at Astor Place, Free Shakespeare in the Park at the Delacorte Theater in Central Park, The Mobile Unit touring throughout New York City’s five boroughs, Public Forum, Under the Radar, Public Studio, Public Works, Public Shakespeare Initiative, and Joe’s Pub. Since premiering HAIR in 1967, The Public continues to create the canon of American theater and is currently represented on Broadway by the Tony Award-winning musical Hamilton by Lin-Manuel Miranda and John Leguizamo’s Latin History for Morons. Their programs and productions can also be seen regionally across the country and around the world. The Public has received 59 Tony Awards, 169 Obie Awards, 53 Drama Desk Awards, 54 Lortel Awards, 32 Outer Critic Circle Awards, 13 New York Drama Desk Awards, and 6 Pulitzer Prizes. Publictheater.org.