



# DREAM CENTERS

11035 Voyager Pkwy • Colorado Springs CO • 80921 • 719.247.2007

## DREAM CENTERS ADVANCEMENT TEAM VOLUNTEER POSITION DESCRIPTION

**Position Title:** Prospect Researcher  
**Accountable To:** Development Manager  
**Status:** Volunteer position without opportunity for employment

### Organizational Background

Dream Centers is a faith-based non-profit organization founded in 2011 to provide health and hope to people of Colorado Springs who are working to rebuild their dreams. Dream Centers is an independent 501c3 nonprofit committed to ending generational poverty and family homelessness in the Pikes Peak Region. We do this by providing resources to heal, life skills, development and future focused vocational training.

### Position Purpose & Overview

Dream Centers seeks a dynamic, flexible and detail focused volunteer to assist the Advancement Department with prospect research. This volunteer provides critical support to the organization by performing in-depth research on prospective donors to help expand our partnerships.

### Responsibilities

- Perform focused research regarding prospective donors to capture and assess factors including wealth, capacity, and donor interest by utilizing the internet and subscription research databases and resources to locate, analyze, interpret, and organize prospect information
- Collaborate with the Advancement team to provide research-based analysis of top prospects each quarter
- Help to innovate and identify new research techniques, strategies and sources
- Provide the team with additional research and support as needed in the area of Prospect Research
- Create an organized running excel spreadsheet of prospective donors

### Requirements and Qualifications

- Follower/disciple of Jesus Christ and committed to personal spiritual growth. In agreement with Nicene Creed.
- High school diploma, Bachelor's degree preferred
- Experience with computer, internet and Microsoft Excel
- Must have personal computer with secure internet access
- Strong interpersonal skills and attention to detail desired

### Time Commitment

2 hours a week in person or virtual with meetings as needed



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**Physical Requirements:**

<b>Working Environment</b>	Seldom	Occasional	Frequent
Cold (50° F or less)	X		
Heat (90° F or more)	X		
Gases/Fumes/Dust	X		
Heights	X		
Noise		X	
Climbing (Stairs/Ladders)			X
Driving		X	
Standing			X
Sitting			X
Walking			X
Bending		X	
Work with Others			X
Working Alone			X
Crawling or Kneeling	X		
Repetitive Movements			X
<b>Office Machines</b>			
Telephone			X
Fax	X		
Calculator		X	
Computer/Mouse/Printer			X
Copier		X	
Dictaphone	X		
Scanner		X	
<b>Moving Heavy Items</b>			
Lifting/Lowering	X		
Pushing	X		
Reaching Over Shoulder	X		
Reaching Forward	X		
Carrying	X		
<b>Other Requirements</b>			
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Hearing			X
Speech			X
Manual Dexterity			X
Eye-Hand Coordination			X