ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Research Associate

DEPARTMENT: Development and University Relations, Lincoln Center

RESPONSIBILITIES:
- Compiles and analyzes detail biographical and other publicly available information on individuals and organizations to determine prospects’ relationships with the University, interests, and giving capacity.
- Prepares/updates written profiles on potential individual, corporate and foundation prospects for major gift officers, the President of the University and the Vice President for University Relations.
- Manages and reviews daily periodicals, lists alerts and other resources or prospecting resources.
- Prospects proactively for new donors.
- Updates prospect database accordingly.
- Prepares specialized research for event and campaign purposes.
- Assists in training of new research staff as well as assists in the management and training of student interns.
- Other duties as assigned.

QUALIFICATIONS:
- Bachelor’s Degree preferred.
- Minimum of one-year experience in prospect research or related area required.
- Understanding of the Association of Professional Researchers for Advancement (APRA) skill sets.
- Familiarity and facility with standard prospect research tools: business directories, on-line databases, and Internet resources and programs are all required.
- Must have a sense of initiative and inquisitiveness.
- Must be strategic, creative thinker with excellent prioritization and multi-tasking skills.
- Must be able to collaborate effectively with different audiences, including researchers, fundraisers and senior-level administration as well as the ability to effectively synthesize information from a variety of sources into an organized format.
- PC knowledge necessary; MS Word, Excel, Lexis-Nexis, WealthEngine, Inteligize, Guidestar, FC Search and other on-line research databases are preferred.
- Knowledge of Banner or Ellucian Advancement, or fundraising CRM a plus.
- Must possess excellent writing skills and thorough research skills
- Accuracy and attention to detail a must.
- Must be reliable, flexible, and able to meet tight deadlines.
- Ability to work as a team member, as well as independently required.
- Must be able to handle confidential material in a discreet and ethical manner.
- Experience in complex nonprofit environment and an understanding of fundraising and nonprofits.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Kim McKeon
kmckeon@fordham.edu

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