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 daily periodicals, lists, news alerts and other resources or prospecting resources
- Proactively prospects 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 researchers.

QUALIFICATIONS:
- A Bachelor’s degree and a minimum of one-year experience in prospect research or related area required.
- Preferred candidates have an 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. Ability 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, Relsci, Leadership Directories, Intelligize, Hoovers, Guidestar, FC Search and other on-line research databases are preferred. Knowledge of Banner Advancement and Reeher a plus.
- Must possess excellent writing skills and thorough research skills
- Must be 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
START DATE: November 27, 2017
Send letter and resume: Kim McKeon
kmckeon@fordham.edu
Subject Line: Research Associate

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer.