

Part-time Research Analyst

Barnard College is offering an exciting, part-time opportunity in Prospect Research. Under the direction of the Senior Associate Director of Prospect Research, the Part-Time Research Analyst is an integral member of the Development and Alumnae Affairs fundraising team. The Part-Time Research Analyst is responsible for identifying, researching, and analyzing prospects for major gift cultivation and solicitation. This research and analysis serves as the foundation of fundraising initiatives and directly contributes to the initiative's successes.

Candidate must have a Bachelor's Degree and one to three years' research or related work experience. The successful candidate should have exemplary writing, communication, and organizational skills, demonstrated experience with word processing programs and familiarity with spreadsheets, databases, and internet research. The ability to work tactfully and confidentially with sensitive information is essential.

Interested candidates should send a cover letter including salary requirements, and a resume to Employment Manager, Barnard College, 3009 Broadway, New York, NY 10027. FAX: 212-854-2454. Email: hr@barnard.edu. No telephone calls please.

Barnard is an equal opportunity employer and encourages applications from women and from individuals of diverse racial, ethnic, and cultural backgrounds.