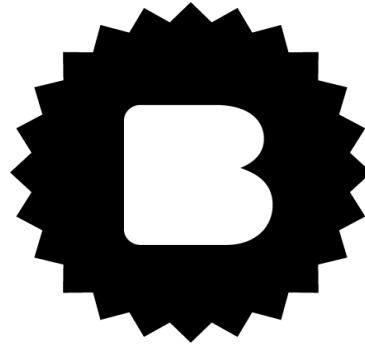


Job Description

Prospect Research Analyst



Overview

The Prospect Research Analyst works in concert with the Museum's Development management team to conduct comprehensive and detailed donor prospect research on individuals, corporations and foundations and provides in-depth profiles and reports for major gift prospects for the Museum.

The Prospect Research Analyst will be a key resource to his or her colleagues in the Development office in the collection and dissemination of donor information.

Responsibilities

- Prepares detailed research reports on potential donors and prospects, including individuals, foundations, and corporations, using online services and other resources
- Engages in active research to identify prospects and potential donors and leaders
- Prepares summary research reports for cultivation events
- Maintains Board of Trustee profiles
- Oversees maintenance of all donor files located within research department
- Identifies and manages appropriate on-line services, magazine and other research tools

The successful candidate will have solid research experience in a nonprofit organization or online research skills in another capacity. Strong technology skills and computer literacy essential. Excellent verbal and written communication skills, with a strong analytical ability are required. Knowledge of Raiser's Edge preferred, Microsoft Office and online information resources essential. A Bachelors degree (or comparable work experience) is required.

Reports to the Manager, Development Operations

To apply please send cover letter and resume to: Development Department, ATTN: Prospect Research, Brooklyn Museum, 200 Eastern Parkway, Brooklyn, NY 11238, or fax to: 718-501-6139, or by email to:

job.development.researcher.analyst@brooklynmuseum.org. No phone calls please.

Brooklyn Museum is an Equal Opportunity Employer. Applicants for positions are considered without regard to race, creed, color, country of origin, sex, age, citizenship, disability or sexual orientation. Candidates of color are strongly encouraged to apply.