

RESEARCH ANALYST

The Opportunity

Located in Corvallis, Oregon, the Oregon State University Foundation is recruiting for a Research Analyst to join the Advancement Services team. This position is classified as salaried, non-exempt.

Position Summary

Reporting to the Assistant Director of Research, Discovery and Relationship Management, this position provides support to major gift fundraising activities of the Foundation and the University by compiling and analyzing comprehensive background information on individuals and organizations for use in advancing prospective donors' relationships with the institution.

Major Duties

Conduct research using a variety of resources including the Internet, on-line subscription-based services, industry standard business and biographical directories, and other materials. Analyze financial and biographical data, and compile into various reports for use by development officers and others in their interactions with donors, prospects, and potential prospects of the Foundation.

Identify and assist in qualification of new major gift prospects.

Review media alerts and clippings for references to OSU alumni and donors, attaching relevant documents to database records and forwarding copies to appropriate development officers.

Perform other duties as assigned.

Required Knowledge, Skills and Abilities

Comprehensive knowledge of:

- The development process and the role played by the Research group in supporting the development cycle.
- OSU Foundation's fundraising needs and goals, including comprehensive capital campaign goals

- Internet search techniques and basic information sources, including governmental and commercial sites
- Database usage and understanding of key concepts
- Parameters (legal and institutional) regarding what information is public and ethical to use in fundraising research

Demonstrated ability to:

- Conduct oneself with tact and diplomacy and to exercise appropriate confidentiality at all times
- Work in a collaborative work style
- Respond appropriately to urgent, unexpected requests
- Provide exceptional customer service
- Manage and prioritize multiple deadlines with short turn-around times

Proven skill in:

- Using hard-copy, online, and electronic sources, particularly the internet
- Working with electronic and printed reference materials
- Using Microsoft Office suite of applications
- Written and verbal communication
- Exercising strong analytical skills

Education and Experience Minimum Qualifications:

Bachelor's degree in English, journalism, business, or other related discipline and two years of experience in research, or a closely related field. Education and experience equivalencies will be considered including the demonstration of current and active progress toward completion of a Bachelor's degree.

Compensation and Benefits

Annual salary range \$30,000 - \$37,500. The OSU Foundation offers competitive salaries and excellent benefits. [Learn more about our benefits.](#)

To Apply

If you are interested in advancing your career in a dynamic work environment, send cover letter and resume to osuf.hr@oregonstate.edu. Fran Judy, Sr. HR Coordinator, OSU Foundation, 850 SW 35th Street, Corvallis, Oregon 97333. Fax 541-737-9962.

This position will be open filled. Posted July 2, 2010

The OSU Foundation makes hiring decisions on the basis of merit and encourages all qualified individuals to apply.