

RESEARCH INTERN
Perry Davis Associates
New York, NY

PRIMARY FUNCTION/PURPOSE:

The Prospect Researcher will conduct in-depth biographical and financial research of potential donors. The work will include, but is not limited to gathering, analyzing, synthesizing and disseminating biographic, philanthropic, financial and demographic information from diverse sources as it pertains to non profit clients, foundation prospects, corporations, and individual donors.

The staff member plays an integral role in developing cultivation and fundraising strategies for top prospects/donors, and provides ongoing proactive prospect research.

Related Skills or Knowledge:

Attention to detail is critical
Strong oral and written communication skills
Problem solver and strategic thinker, with good time management skills
Team player and initiator with excellent organization skills, and ability to pay attention to details
Ability to manage multiple projects concurrently and independently
Ability to meet deadlines under pressure and with accuracy
Computer literacy, particularly with Microsoft software, databases, and the internet

Application instructions:

We invite you to visit our website: <http://www.perrydavis.com> to learn more about our work and clients.

Resumes should be sent to:
personnel@perrydavis.com