

St. Olaf College
Northfield, Minnesota
Prospect Research Specialist

The Prospect Researcher will conduct in-depth biographical and financial research of potential donors to St. Olaf College, while adhering to the ethical standards laid out by APRA International. The successful candidate will be responsible for researching, analyzing and synthesizing biographic, philanthropic, financial and demographic information from diverse sources (including SEC filings) about alumni, parents and friends of the college. The Prospect Researcher will also be responsible for generating reports, maintaining files, identifying appropriate research tools and overseeing the document imaging functions of the Advancement Services department.

Qualifications:

EDUCATION:

Essential: Bachelors Degree

Desirable: Bachelor or Masters Degree in Information Services, Library and Information Science

EXPERIENCE:

Essential: 3-5 years of experience with online information sources, database entry, and familiarity with SEC documents.

Desirable: One to three years of prospect management experience. Knowledge of fundraising processes and knowledge of St. Olaf College's funding goals.

A liberal arts college affiliated with the Lutheran Church (ELCA), St. Olaf College is an affirmative action/equal opportunity employer and actively seeks diversity in its students, faculty and staff. The college is especially interested in qualified candidates who can contribute to the diversity of our community through their teaching, research, and/or service.

For a complete job description and instructions on submitting application materials visit our website: <http://www.stolaf.edu/services/hr/jobs/>

Only online applications will be accepted.

If you need assistance with the application process please call 507-786-3068