



PROVIDENCE
COLLEGE

Human Resources Department

Position Title:	Research Analyst/Full Time/Full Year
Department:	Advancement Services
Overview:	Identify new prospects, assist with prospect management and provide research services regarding critical wealth and other biographical information in order to lead to increased gift revenue.
Reports to:	Assistant Director of Research
Essential Duties:	<ol style="list-style-type: none">1. Conduct comprehensive research on individual prospects, corporations, and foundations using multiple sources of information integrating material into an accurate presentation regarding current and prospective donors including financial assets, affiliations, memberships and capability.2. Actively identify prospects for further research with the financial capability and philanthropic interest to make major gifts.3. Provide donor prospect information and consultation to assist major gift officers and executive management in the development of cultivation and solicitation strategies.4. Assist in maintaining advancement database, including biographical updates and coding.
Marginal Duties:	<ol style="list-style-type: none">1. Assist with training and overseeing support staff in assisting with research efforts.2. Perform all other duties as may be required.
Education and Experience Required:	Bachelor's Degree from an accredited institution in related field required. Minimum of two years experience in research, preferably in an institutional advancement environment within a non-profit and/or educational institution, or equivalent combination of education and experience. Strong research and technical skills including proficiency with electronic research sources including online databases and advanced internet searching capabilities. Knowledge of systems with applications common to advancement work, including institutional fundraising databases. Excellent organizational and time-management skills, including the ability to work independently and self-directed. Strong written and oral communication skills. Must be available for evening and weekend assignments as needed.

**Providence College is a Roman Catholic, four-year, liberal arts institution founded by and operated under the auspices of the Dominican Friars. The College especially welcomes applicants who can affirm and enhance its mission. Providence College encourages applications by women and persons of color.
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