

RESEARCH ANALYST

Swarthmore College seeks a qualified individual to play a leading role in identifying new prospects on a regular and ongoing basis, providing an evaluation of giving ability, and suggesting strategies for engagement and solicitation for prospects' specific areas of interest. S/he responds to research requests by preparing profiles incorporating information from a review of internal and external resources, and plans and implements prospect pool development projects involving the screening of constituents by internal and/or external resources; this includes planning and executing complex queries and reports from in-house alumni relations/development databases using demographic, biographical and gift criteria. The Research Analyst also assists the Director of Advancement Research in developing, documenting and implementing policies, procedures, and systems that will assist in efficiently and effectively meeting research priorities and increasing/maximizing customer satisfaction within staffing and resource constraints.

Required Credentials

Bachelor's degree and three-to-five years experience in development research or related experience.

Required Skills and Abilities

Strong oral and written communication skills

Ability to analyze, interpret and summarize data and information effectively, and independently design and execute research projects which require performing library and electronic database research

Strong computer skills, including proficiency with Microsoft Office Suite, working knowledge and experience with major research databases and technology tools, and ability to design and interpret complex queries and reports from in-house alumni relations/development databases. Familiarity with SunGard Banner is highly desirable.

Ability to work with confidential, highly sensitive information in a complex organization

Ability to coordinate and prioritize multiple tasks/projects for multiple customers within tight deadlines; detail oriented.

Deep understanding and appreciation of philanthropy, private liberal arts education, and Swarthmore's commitment to a diverse, multicultural, and inclusive campus community.

Judgment and self-motivation to plan and execute research activities independently with limited supervision or direction

Ability to think creatively and critically about products, policies and procedures in order to continually improve the quality and efficiency of development research and prospect management activities as well as other development and alumni relations activities

Please apply through our web site at www.swarthmore.edu under Human Resources and Employment Opportunities. Swarthmore College is a highly selective liberal arts college located in the suburbs of Philadelphia, whose mission combines academic rigor with social responsibility. Swarthmore has a strong institutional commitment to excellence through diversity in its educational program and employment practices and actively seeks and welcomes applications from candidates with exceptional qualifications, particularly those with demonstrable commitments to a more inclusive society and world.