



Prospect Research Associate

University Advancement seeks an experienced Prospect Research Associate to join our Prospect Research team. The Research Associate plays a critical role in the identification and qualification of major gift prospects for UNH. S/He performs in-depth, proactive research by means of varied tools and resources, synthesizes relevant information and communicates out to University Advancement fundraising staff – all in support of building strong relationships with current and future donors for the advancement of the University.

University Advancement is dedicated to fostering private support for the University of New Hampshire. We are an energetic team of dedicated professionals working in concert with the University to strengthen its programs, provide access to deserving students, support a talented faculty, enhance its facilities and develop opportunities for new and existing priorities. The UNH campus is situated in Seacoast New Hampshire, just one hour from Boston, Portland Maine and the White Mountains.

Responsibilities

- Performs both proactive and reactive research to identify, qualify and rate new prospects.
- Performs ongoing research to update the records of existing prospects.
- Prepares data for both detailed and snapshot prospect profiles.
- Assists with research plans for campaign and special fundraising efforts.
- Assists with prospect data maintenance and in maintaining confidentiality of prospects' information.
- Remains current and fully informed on prospect research trends and available resources in the field.
- Manages prospect tracking in Banner; assists with questions regarding the database and reporting as related to prospects.
- Collaborates with the Advancement Services team to ensure that accurate, detailed and current information is maintained in the database.
- Adheres to professional and ethical standards and guidelines.

Qualifications

A Bachelor's degree is required. At least two years of prospect research experience is required. The successful candidate must demonstrate advanced research skills and analytical thinking. Knowledge of resource tools and fundraising are required. S/He should possess the ability to interpret business and financial data. Extensive computer experience is required, including database knowledge, internet search skills, Microsoft Word and Excel.

Excellent written and verbal communication skills are a must for the Research Analyst to be successful as a valuable resource for the fundraising staff. The successful candidate must be able to multi-task, have strong organizational skills and meet strict deadlines. S/He must be comfortable working within the University Advancement's confidentiality and data usage policies.

How to Apply: A full position announcement and instructions on how to submit an application can be found on-line at <https://jobs.usnh.edu>

Cover letter and resume may be electronically attached with application. Computer access/assistance is available at the Human Resources Office, 2 Leavitt Lane, Durham, NH 03824 or call 603-862-0501 (TTY Users 603-862-3227).

UNH is an AA/EEO Employer. UNH is committed to excellence through the diversity of its faculty and staff and encourages women and minorities to apply.