

The University of Toledo

PCN: 997614 ~ Director of Prospect Research, Institutional Advancement:

The Director of Prospect Research contributes to the fulfillment of the university's mission and vision as an integral member of the Institutional Advancement team by expanding and enhancing the UT prospect donor database by completing thorough research on individuals, corporations, and foundations by the development of new sources of financial support, creating proactive and responsible procedures and tasks, analyzing financial and statistical information, retrieving related statistical data, perusing publications and various sources of information, and reading and clipping assigned periodicals. This position also compiles, reports, and disseminates information in a usable format by preparing concise written research reports, both short and comprehensive and compiles and analyzes detailed biographical and other publicly available information.

This position requires the following:

A bachelor's degree in a related area and three to five years of relevant experience is required; an advanced degree is preferred.

To apply, submit a cover letter (include position title and job), a resume, as well as three professional references to: The University of Toledo, Human Resources Department, Toledo, Ohio 43606-3390 or fax (419) 530-1490; or email recruit@utoledo.edu, which is preferred. Use only one method of application. Resumes must be received by July 30, 2010

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