

## **RESEARCH MANAGER Development**

Weill Cornell Medical College seeks a highly motivated individual, responsible for developing a comprehensive prospect research program for the medical college. The program's objective is to build a balance between proactive and speculative research, toward the ultimate goal of helping to grow the pool of potential prospects. This person will be responsible for the coordination, production and management of information on donors and prospects; development of annual goals and objectives for the program; and determination of research strategies and formats. The Research Manager will be the ultimate supervisor of electronic filing procedures and will oversee entry of research information into database; as well as train and manage research staff. In collaboration with the Director of Operations, the Research Manager will develop and enforce policies and procedures related to prospect research including information release policies, donor confidentiality, and ethics; management of the research budget, materials and subscriptions. As a senior member of the Campaign Office, the Research Manager will maintain knowledge of top prospects to assist fundraisers in developing cultivation and stewardship strategies; in addition to providing information including capacity ratings, asset and wealth information and relationship(s) to the college. This person will foster partnering relationships with the fundraisers and other staff members to increase the collective knowledge of the office, both with regard to the individual prospects and the competitive landscape of academic medical center fundraising. General expectations of the research program include the review of newspapers and other sources for information about donor base; establishment of alerts and other notifications to track activity; preparation of research on Board candidates; identification and implementation of new techniques, tools and other resources and development in the field of advancement research; coordination of research efforts and shared research resources with other research units; provide training on basic research for non-researchers and orientations for new research and non-research staff; and perform other job related duties as required.

***Qualification:*** Bachelor's degree preferably in English or other liberal arts field and five years of direct prospect research experience in a fundraising environment required; advanced proficiency in prospect research including interpreting and synthesizing financial, technical and trade materials including stock holding information, real estate files, court records, pension information; advanced degree a plus; previous supervisor/management experience highly desirable; previous experience with donor database programs preferred; proficient in Microsoft Office Suite, fundraising tools and electronic research tools; must have expertise with donor research methodology and practice including wealth indicators, moves management and data analysis; and excellent organization and communication skills.

***Excellent benefits package (includes tuition reimbursement).***

Please send cover letter and resume to our on-line application system at:

**www.med.cornell.edu/hr**

Please refer to Job Number **12497**

*EOE/M/F/D/V*

**www.med.cornell.edu/jobs**

*Founded in 1898, and affiliated with what is now New York-Presbyterian Hospital since 1927, Weill Cornell Medical College is among the top-ranked clinical and medical research centers in the country. In addition to offering degrees in medicine, Cornell also has Ph.D. programs in biomedical research and education at the Weill Graduate School of Medical Sciences, and with neighboring Rockefeller University and the Sloan-Kettering Institute, has established a joint MD-PhD. program for students to intensify their pursuit of Cornell's triple mission of education, research, and patient care.*

*Weill Cornell Medical College's educational mission emphasizes the importance of combining a strong foundation in the medical sciences with extensive clinical training in patient care. By promoting a true social commitment, stimulating creativity, and fostering independent thought and study, Weill Cornell Medical College continues to cultivate the best of tomorrow's leaders in the field of medicine.*

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