

Position: Research Analyst
American University in Washington, D.C.
Department: Office of Development
Open Date: 01/26/2010
Band: Coordinator / Analyst
Salary Range of Position: 19.70-\$22.00
Educational Requirements: Bachelors degree required

Position Requirements:

Two years of experience in fundraising and prior experience with prospect research or similar positions/roles involving internet-based Research, biographical or genealogical research, financial analysis, or data management. Excellent communication skills, including demonstrated ability to synthesize data found in research into clear, concise, and to the point written research documents. Ability to manage multiple projects in a deadline-oriented environment. Requires proficiency in MS Word (merges, advanced formatting), MS Excel (including filtering, equations), and MS Access (queries, mail merges, forms). Experience with statistical product (such as SPSS), Map Point (or similar mapping product) and a fundraising management or prospect tracking system a plus. Experience with online databases such as LexisNexis or Dialog also a plus.

Description:

Reporting to the Director of Research & Stewardship, the Research Analyst will complete strategic research and analysis to support AUs regional advancement programs in both Development and Alumni Relations. The analyst helps answers questions including but not limited to:

Where are our alumni and donors?
Where should we spend limited travel resources
Where are the best fundraising prospects for annual gifts? major gifts? planned gifts?
What are the demographic and behavior patterns among alumni, donors, and non-donor prospects?
Where are we most likely to build successful alumni chapters?
Where can we best support both alumni and admissions activities?

With an understanding of the objectives of the Office of Development and the Alumni Relations continually to identify new potential prospects for gifts, involvement, and leadership, the Research Analyst will use techniques, resources, and processes typical in the Advancement Research field to help set priorities for regional work; identify opportunities with specific segments and individual prospects; perform basic statistical analysis (and/or oversee more complex statistical projects with outside consultants and vendors); and, provide reports of analysis and results in various formats including but not limited to spreadsheets, prose, graphs, charts, and maps.

Reporting to the Director of Research & Stewardship, the Research Analyst will serve to complement other members of the Directors team engaged in largely individual- or corporate-focused work. The Research Analyst may be called up to work with other divisional directors, Assistant Vice Presidents, or the Vice President, to provide broad-based analysis of giving, involvement, and capacity patterns among AUs alumni and prospects.

Submitting your resume:

Email or Mail only. No calls please.

Devon Gessert
Director of Research and Stewardship
American University
4400 Massachusetts Avenue, NW
Washington, DC 20016-8143
dvg@american.edu