

ASSISTANT DIRECTOR OF DEVELOPMENT RESEARCH, Development and Alumni Relations

Job Description

Who we are...

Boston University is one of the leading private research and teaching institutions in the world today, with two primary campuses in the heart of Boston and programs around the world. As a Boston University employee you will be part of a dynamic community where every individual is valued. You'll reap the rewards of being on a college campus, such as direct access to the heart of the education and research community and a myriad of opportunities to help create a positive impact on our students' educational experiences. Education thrives in Boston, and working here – at one of the largest employers in the city – will give you the opportunity to contribute to our mission and work with some of the most experienced educators and staff in the nation.

What we do...

Development and Alumni Relations coordinates fundraising and alumni services university-wide. As a private university, BU depends upon the generosity of alumni, parents, and friends each year for substantial support. The Office of Development and Alumni Relations is responsible for increasing the support foundation for University programs and activities—gifts from individuals, corporations, and foundations—from among its external constituencies: current and prospective donors, alumni, the local community, and the general public.

The **Assistant Director of Development Research**, assists in supporting the university's comprehensive regional major gift and school based fundraising programs. This position manages a professional staff of major gift research officers, works in partnership with major gift department and information systems staff to effect a coordinated approach to the prospect identification and cultivation processes. This position is responsible for training of research staff, writing research profiles for an assigned region and/or school disseminating director's priorities to staff, and ensuring the smooth operation of the research department

The responsibilities of this position include:

- Develop and implement strategies to identify and evaluate prospective individual and institutional donors
- Write biographical and financial research reports and recommend strategy for handling of prospects; link prospects to fundraising projects/programs; disseminate high level confidential information that impacts development activity.
- Oversee the daily operation of the research department; supervise senior researcher staff; and coordinate special project(s)
- Train new researcher(s) in methodologies, techniques and procedures; manage writing and editing
- Provide training, documentation and support for university-wide computer system(s)
- Work with major gift officers and development officers to secure clarity of information, priorities, and time frames for their fundraising needs
- Other duties as assigned

Required Skills

- B.A./B.S. required
- At least 2 years development related experience and 2 years management experience, preferably in a supervisory position
- Strong communications, writing and interpersonal skills required
- Knowledge of database management is required
- Experience in handling large volume of work
- Must have ability to handle deadlines

Additional Information

N/A

Job Location

Charles River Campus, Boston, MA, US

Position Type

Full-Time/Regular

Salary

Grade 74