

DEVELOPMENT RESEARCHER, Development and Alumni Relations (TEMPORARY)

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 **Development Researcher** assists in developing and implementing strategies to identify prospective individual and institutional donors. He or she writes reports that analyze and evaluate biographical, business and financial resources of these prospective donors, and is involved in the discussion of giving capacity and cultivation/solicitation strategies.

The responsibilities of this position include:

- 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
- Develop and implement strategies to identify and evaluate prospective individual and institutional donors.
- Respond to a broad spectrum of high priority and ad hoc research requests from the President and Vice President's offices, as well as other units in the Development Office.
- Works with major gift officers and development officers to identify suitable (individual, corporate, foundation) prospects for support of specific activities, and is involved in the discussion of cultivation/solicitation strategies.
- Updates research profiles to insure the continuous exchange of current information on trustees, important alumni, parents, corporations and foundations.

Required Skills

- B. A. or B. S. with one year related development experience
- Strong communication, writing and interpersonal skills

- Familiarity with computers; familiarity with computer databases and ability to develop such skills quickly;
- Ability to analyze financial data and related business information.

Additional Information

Temporary position for one month, with possibility of extension. Rate is \$33/hour

Job Location

Charles River Campus, Boston, MA, US

Position Type

Full-Time/Regular

Salary

Grade 72