

Prospect Research Analyst

Emmanuel College

Boston, MA

Emmanuel College is a coed 17-acre residential college of liberal arts and sciences right in the city of Boston. In the Catholic academic tradition, we challenge our students and faculty to be driven in their pursuit of learning and teaching. We mine the rich resources of science and healthcare around us, and build gateways to that world on campus. Emmanuel enriches lives through powerful real world experiences, from service learning to internships. We believe education empowers people. It transforms their lives. And it opens doors.

The Prospect Research Analyst is primarily responsible for identifying prospects with the capacity to make a major gift to the College. The Prospect Research Analyst will research, write, and update detailed research briefings; analyze financial disclosure documents; assist in setting up and maintaining prospect tracking systems; maintain online and print subscriptions; and help monitor annual research expenditures.

Primary Responsibilities include:

- Prepare thorough, accurate, and concise written research reports which may include biographical information, financial information, potential for philanthropic support, areas of interest, and affiliations on individuals; as well as research on corporations and foundations.
 - Identify new donor prospects from as many sources as possible (may include review of any electronic screenings, publications, data mining from Advancement database, and reviewing recommendations made by staff and volunteer leaders), and prepare timely, complete and accurate profiles to share with appropriate Advancement staff members, providing critical information to support cultivation and solicitation efforts.
 - Fulfill the research needs of the President and Board of Trustees, including identifying new prospects as candidates for membership on the Board and providing detailed research on candidates.
 - Maintain a current research/reference library, coordinate contracts with resource vendors, and conduct an annual review of the effectiveness of the research tools and revise inventory as needed.
 - Assist with tracking of major gift prospects to ensure that they are properly coded in the database, receive attention by Advancement staff and/or the President and board members, and progress in process towards solicitation of a major gift and receive proper stewardship after making a solicitation.
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- Bachelors Degree required.
 - 3-5 years experience in prospect research, preferably in higher education preferred.
 - Knowledge of fundraising and database reporting software such as Blackbaud's Raiser's Edge, Datatel's Colleague, and Crystal Reports preferred.
 - Fluency in computer technologies, including experience Word, Excel, and using electronic subscription services.
 - Initiative, good judgment and sensitivity to confidential information required.
 - Flexible, ability to deal with multiple time-sensitive projects and meet deadlines.
 - Excellent written/verbal communications skills, strong attention to accuracy and detail required.
 - Must be effective in developing and supporting inter/intra departmental relationships, and possess strong customer-service orientation.

To apply for this position please use the following link. This will direct you to Emmanuel College's on-line application process:

<http://emmanuel.interviewexchange.com/candapply.jsp?JOBID=14189>