

Position Opening: Research Assistant
Finger Lakes Health Foundation
Geneva, NY
Temporary, Part-time

Bachelor's degree. At least one year (three preferred) of similar professional experience in office administration, research, data analysis or database administration. Should be adept with Microsoft Word and Excel, as well as other MS Office applications. Experience with a contact-management database such as Access a definite plus (our database is Raiser's Edge by Blackbaud).

1-2 years of donor prospect research or comparable research in a library or office setting. Solid knowledge of basic research principals and practices, including ability to gather, analyze and interpret data from a variety of sources (10K Wizard,[SEC docs), Lexis-Nexis, Form 990, Foundation Center, Hoovers, etc.). Must have excellent analytical, communication, interpersonal and computer skills. Independence to carry out duties and responsibilities with minimal supervision. Knowledge of healthcare industry, fundraising or nonprofit organizations a plus. The ideal candidate will demonstrate commitment to professional growth.

Position currently available for calendar year 2010.

Apply online at www.flhealth.org
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