

FUNDRAISING

DONOR RESEARCH ASSISTANT

Montgomery Hospice Foundation seeks an experienced **Donor Research Assistant** responsible for research and support for the gift solicitation and cultivation program, conducting confidential research via Internet and other sources to obtain information on donors and prospects. Analyzes data collection from wealth screening process to identify and qualify prospects. Creates profile reports and maintains top donors and prospects and tracks “moves management.” Demonstrated competency of Microsoft Office products (including Excel, Word and PowerPoint) and database programs. Experience with Raiser’s Edge highly desirable as well as In Design. Accurate data entry and report creation and analysis. Assists with production of basic collateral materials to support the Foundation.

Minimum of three years as a research assistant or similar position including proficiency with Internet research. Associate’s degree required; bachelor’s degree preferred. Demonstrated attention to detail, accuracy, problem solving and organizational skills. Ability to multi-task, work independently and function as a team player. Prior fundraising experience highly desirable. Knowledge of Montgomery County a plus.

Montgomery Hospice is a Joint Commission accredited non-profit hospice committed to providing exceptional end-of-life care in Montgomery County for more than 29 years.

Please submit resume with cover letter and salary requirement to: Human Resources, Montgomery Hospice, 1355 Piccard Drive, Suite 100, Rockville, MD 20850 or by email: jcauffiel@montgomeryhospice.org. No phone calls, please.