

Prospect Research Analyst (Funds Development Services) Presbyterian Church (U.S.A.) Louisville, Kentucky

This job reports to the Coordinator, Funds Development Services

Relocation is negotiable and travel is required occasionally.

This is a **Full-Time** position, working **1st Shift**.

Number of Openings for this position: **1**

Overview

With national offices in Louisville, Kentucky, the **Presbyterian Church (U.S.A.)** focuses on the national and international mission work of the church. It serves and works with congregations, presbyteries, and synods as the central provider of resources that enable individuals, congregations, and governing bodies to carry forth the mission of Jesus Christ in the world. The work at the Presbyterian Center is carried out by approximately 450 staff members who provide overall support for the mission of the church.

Job Skills/Requirements

Position Overview

Grade J: min \$34,094

Lead Funds Development Services efforts in research and analysis of donor base to further major gift, direct marketing, and planned giving fundraising.

Responsibilities

1. Proactively plan and execute strategies to identify sources of major gifts to the Presbyterian Church (USA) using industry standard research techniques and electronic searching methodologies.
2. Compose documents such as biographies, profiles, and project summaries using style, grammar, and content appropriate for executive-level audiences.
3. Update and maintain information on prospective donors in internal databases (The Raisers Edge & The Researchers Edge)
4. Other duties as assigned

Additional

- Searching Researchers Edge database for key wealth indicators
- Determining appropriate indicators for major giving capacity
- Conducting detailed, highly specific web searches
- Writing lengthy reports and profiles based on fundraising strategy and schedule
- Updating biographical information in complex database

Qualifications

- College Graduate Preferred
- 1-3 years prospect research/fundraising
- experience preferred. Familiarity with Association of Professional Researchers for Advancement ethics policies.
- Strong Attention to Detail, Accuracy, Analytical Skills, Writing Skills
- Must be willing to travel domestically, up to a week at a time, for initial and recurring training opportunities

Additional Information/Benefits

We believe a balanced life, with time for work, leisure, and spiritual nature, makes us healthier and more productive colleagues at the Presbyterian Center. Greater Louisville Inc.'s Work/Life Alliance Awards recognized this commitment in 2004.

The Presbyterian Church (U.S.A.) offers a competitive benefit package including:

Company Paid Benefits

- Medical
- Vacation Pay
- Sick Pay
- Holidays Pay
- Death and Disability
- Pension Plan
- Short-Term and Long-Term Disability
- Educational Assistance / Professional Development
- Employee Assistance Program (EAP)

Voluntary Benefits

- Dental insurance
- Flexible Spending accounts
- 403(b) Retirement Savings Plan

To apply, please visit: <http://www.pcusa.org/hr/>