

[Close Window](#)**Position Information**

Requisition Number 1000043

Job Title Research Analyst/Sr. Research Analyst

Department Development Research - 867

The Research Analyst/Senior Research Analyst is responsible for providing value-added critical analysis to the prospect research work of the Office of Development Research using independent judgment, strategic thinking and problem solving skills. The Office of Development Research is responsible for providing information integral to the cultivation, solicitation and stewardship of alumni, corporations, foundation and friends of the University.

The primary responsibilities of this position include conducting detailed research for the Office of Development using advanced on-line databases, Internet resources, in-house files and data, library and other references; analyzing, interpreting and synthesizing biographical and financial information; preparing high quality written reports and overseeing appropriate dissemination of Research reports and recommendations. This position will be responsible for fostering strong working relationships with Capital Giving and other Development office staff members; keeping up-to-date on trends in the prospect research profession; gaining and maintaining proficiency in the use of proprietary and internal databases and well as internet resources; and participating in special research projects in support of specific University fundraising objectives and priorities.

Position Summary

- Provide dedicated, high-quality, and responsive research service by completing requested research reports for the Development office, preparing clear and concise reports to provide background information, financial data, and capacity evaluations to inform the fundraising efforts of the Development office. Assist with additional ad-hoc requests as needed.
- Synthesize information from many different sources in a timely manner; be customer oriented; interact with various members of the Development office to ensure research needs are appropriately identified and addressed.
- Identify new prospects and qualify existing prospects in support of University fundraising priorities.
- Maintain research and prospect information within the Development database with relevant data; ensure data quality by communicating appropriate changes and updates to the Alumni and Donor Records department.
- Review online and print publications and contribute prospect related or industry specific articles to weekly Research department newsletter distributed to Development Office staff.
- Participate in regular department review of news sources including subject area/industry specialization and expertise.
- Participate in Research department projects and initiatives; assist with special projects as required, meeting project deadlines.

Applicants must have a minimum of one to three (Research Analyst) or at least five (Senior Research Analyst) years of experience in prospect/development research, or an equivalent amount of professional experience in an analytical, research or information specialist role within an

academic, nonprofit, corporate or consulting setting.

- Excellent attention to detail and high degree of accuracy.
- Ability to use technology to gather, interpret, organize, and present data.
- Proficiency at understanding wealth indicators for an individual as well as retrieving and analyzing financial data on corporations and foundations.
- Experience preparing clear, concise reports summarizing research for a variety of audiences.
- Experience with web-based research as well as database operations and usage.
- Analytical acumen necessary to interpret financial information and manage data.
- Excellent written, oral, and interpersonal communication skills; ability to interact effectively with diverse groups.
- Strong interpersonal skills; as well as strong initiative and self-motivation and the ability to work both independently and in teams within a customer-service oriented environment.
- Ability to maintain strict confidentiality and handle sensitive information and material in a discretionary manner.
- Organizational skills to handle several projects simultaneously, accommodate shifting priorities, and meet deadlines.
- Proficiency with Microsoft Office suite.
- Understanding philanthropy (mission, practice, trends) and fundraising practices (the development cycle, prospect management policies and practices).
- Knowledge of and commitment to the values and mission of Princeton University and higher education and the goals and guiding principles of the Office of Development.

Essential Qualifications

The finalist selected will be required to successfully pass a background check

Preferred Qualifications

Directory Title

Job Function

Administrative or Professional

Grade

ADM 040/050

Standard Hours

Not Applicable

Full-time/Part-time

Full Time

Actual Hours per Week, if casual hourly

Pay Rate, if Casual Hourly

Work Schedule, if other than standard hours

Eligible for Overtime

No

Benefits Eligible

Yes

Union Code

Not Applicable

Education Required

Bachelor's Degree

Application Deadline	Open Until Filled or See Position Summary.
Instructions for Applying	Applicants should access the posting through https://jobs.princeton.edu
Documents which can be associated with this posting	Resume/CV Cover Letter
Proposed Start Date	
End Date, if a Term Appointment	
Comments related to end date:	

[Close Window](#)