

Providence Health & Services Foundation

Prospect Research Manager

Salary range: Salary Minimum: 25.61/HR , Salary Maximum: 41.49/HR

Job Summary:

Prospect Research Manager - Full Time - Day Shift

Job Requisition Number: 49000

Department:

PSJMC SJMC FOUNDATION

Posting Title: Systems Mgr Prospect Research - Full Time - Day Shift

Employment Status: Full-Time

Location:

501 SOUTH BUENA VISTA STREET

BURBANK, California 91505-0000

Job Duties:

Providence Saint Joseph Medical Center, located in Burbank, CA is a 431-bed facility which provides premier healthcare to the San Fernando Valley.

We are currently seeking a Full Time Prospect Research Manager for our Foundation

Dept. Hours: Days.

This position is responsible for proactive research which includes reviewing patient and donor lists and participating in the development and maintenance of our constituent management database strategies for moving prospects forward in the donor pipeline. The Prospect Research Manager will also develop and manage a

comprehensive, proactive and reactive research program helping to identify and qualify individual, corporation and foundation prospects in preparation for cultivation and solicitation by Providence Saint Joseph Foundation (PSJF), Providence Holy Cross Foundation (PHCF), and Providence Tarzana Foundation(PTF).

Job Requirements:

REQUIRED: Minimum Education - Bachelor's Degree in a related field (i.e., business, finance, journalism or public administration) is preferred.

Minimum Experience - Three years in prospect research or similar research field, research skills utilizing various online search engines (i.e. Lexis-Nexis, Factiva, Dow Jones Interactive, Dun and Bradstreet, etc.); ability to gather, analyze, synthesize and use research information to prepare effective research profiles; ability to manage several projects concurrently and to work independently and creatively; expertise in fund raising.

Skill - Strong interpersonal and communication (written and verbal) skills. Advanced working knowledge of Microsoft Office products, as well as, a working knowledge of fundraising software.

Contact:

Please apply online

<http://www.providence.org/careers/>

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Web: <http://www.providence.org>