

The University of Chicago

Associate Director, Research – Requisition 082198

General Summary:

Design, develop and manage the department's briefings, officer liaison and new employee training programs. Assign research and directly manage Research Analysts in the production of all VIP briefings for development-related meetings, trips, and events, in role as briefings manager. Train Research Analysts in research methodologies and in procedures for reporting, executing and recording research. Assist Senior Director in managing department operations by actively participating in departmental planning, budgeting, and overall program management.

Qualifications:

Bachelor's degree or higher required; a minimum of three years of relevant work experience required, preferably in prospect research; a minimum of one year direct management experience required; experience working closely with frontline development officers and knowledge of commonly used research reporting formats preferred; knowledge of fundraising and development operations, with a solid understanding of how research is integrated into those operations required; familiarity with Windows- and network-based electronic environments required; ability to represent the Research department to the Office of the President, the College and graduate divisions, the Vice President for Alumni Relations and Development, and other development units of the University required; excellent analytical and interpersonal skills, including ability to work with Research staff on departmental expectations, to communicate departmental priorities to other development officers, and to troubleshoot problems as necessary required.

For more information and to apply:

<http://tr.im/AssocDirRes09>

To be considered, all job seekers must meet the requirements and apply online.

The University of Chicago is an Affirmative Action / Equal Opportunity Employer.