

# The University of Chicago

## Research Analyst – Requisition 083895

### General Summary:

Bear large responsibility for systematic identification and development of information on Major and Principal Gifts prospects. Coordinate development and fundraising-related information between the Research department and one or more units of the University. Involve close coordination with front-line officers, as well as other fundraising professionals on campus.

### Qualifications:

Bachelor's degree or higher required; a minimum of one year of experience with Windows- and network-based electronic environments required; proficiency in doing research using a variety of online databases, CD-ROMs, and the Internet required; demonstrated skill and knowledge of, or ability to learn quickly, the internal workings of the University as well as the technology tools available to the Office of Alumni Relations and Development, including Griffin (the University's Donor Relationship Management System), a Microsoft Windows computer environment, Microsoft Outlook, Word, Excel, PowerPoint, and Access required; knowledge of the University of Chicago or the environment of a large research institution preferred; excellent analytical and interpersonal skills, including ability to express all appropriate information clearly and concisely, whether written or verbal required; ability to manage several projects simultaneously, set priorities, and meet deadlines required; understanding of basic financial principles required.

### For more information and to apply:

<http://tr.im/083895research>

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

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