

University of Denver
Office of University Advancement

Position Title: Research Analyst & Writer

Reports to: Senior Director of Development for Research & Writing

POSITION SUMMARY

The Research Analyst and Writer provides support to University Advancement by providing information to identify potential donors to the University via research and analysis. Utilizing electronic resources and various reference materials, this position creates profiles and reports for internal clients. This position collaborates with other members of the University to create donor profiles, fundraising summaries, funding proposals, stewardship reports, and other written material for internal and external clients.

SPECIFIC DUTIES

- Identify, collect, organize and maintain all prospect information critical to effective and successful cultivation and solicitation. This research should be carried out through the efficient utilization of resources appropriate to the scope of the information requested. These resources may include, but are not limited to, a variety of online databases of financial, biographical, real estate and philanthropic information; current donor and alumni records; a variety of printed reference works, periodicals, microfiche/microfilm materials, and other library resources; community resources; and government/legal documents.
- As well as performing research requested by advancement officers, the analyst will discover and identify new prospects through the proactive analysis of current periodical literature, alerts, donor lists, and databases, as well as through the verification of reports from vendor screening of prospects. The analyst will analyze donor patterns to find models of "ideal prospects" for the University.
- Compile, analyze and interpret all information collected in order to prepare a comprehensive, timely, and accurate research report on the prospect. This will typically include analyzing property records, financial, biographical and/or legal data. Write reports and updates on donors and prospective donors, selecting the most appropriate format. Formats may include, but are not limited to, profiles, briefings, lists, and charts. These documents will present the results of information gathered on individuals, foundations, corporations, or organizations.
- Evaluate results of research for the purpose of assessing the giving potential and philanthropic inclination of new and existing donors. Based on research results, recommend cultivation strategies as appropriate.
- Participate in professional development activities as they relate to keeping abreast of current trends and practices in the field of prospect research.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelors Degree.
- Minimum 3 years of proven research experience with success in understanding internal and external clients' needs and ability to translate needs into viable resources for clientele.
- Demonstrated expertise writing and editing professional documents.
- Ability to change writing styles to fit audiences and voices.
- Excellent written and oral communication skills.
- Strong writing, editing and proofreading skills.
- Ability to work both collaboratively and independently.
- Ability to work with internal clients and partners, often against competing deadlines.
- Ability to quickly gather information by means of interviews, database research, etc.

PREFERRED QUALIFICATIONS

- Master's degree preferred
- 5+ years proven research experience.
- Research experience supporting a fundraising organization during all stages of a campaign.
- In depth knowledge of research methodology in a fundraising environment.
- Proficiency in identifying and researching high level prospects (\$1M+) in a major gifts fundraising environment.

Interested parties must apply electronically via the University of Denver jobs website (<http://www.du.edu/hr/employment/jobs.html>). Additional detail regarding this position is also available on the website. Thank you.