

***Prospect Research Coordinator  
Development***

**Weill Cornell Medical College**, one of the nation's top ranked clinical and medical research centers, has an opportunity currently available at our Upper East Side Manhattan facility. We seek a highly motivated individual who will, under direction, support fundraising efforts by researching, disseminating and directing information about major donor prospect to Development Officers. The successful candidate will: provide support to the Annual Fund Program in order to increase volume and value of program membership; research high net worth individuals, donor prospects, and public corporations; gather information and assess their philanthropic interests, giving capacity and readiness; prepare biographic profiles and research reports for use by staff; make recommendations on prospects' gift capacity; use print electronic and internet-based methods to conduct research and collect facts; identify and evaluate new research tools; in collaboration with gift officers, produce specialized research targeted to prospective portfolios; update biographical information; train and orient new gift officers about prospect research; assist with and facilitate mailings; track staff response on approval/non-approval of specific prospects; provide general support to the Annual Fund program as needed; analyze patterns of giving and characteristics of current donor pool, including demographic data and employment information; and perform other job related duties as required.

**Requirements:** Bachelor's degree and two years related experience required; must have experience with advancement research and annual giving/database marketing; knowledge and experience with query and reporting tools for relational donor database programs a plus; previous experience in an academic/medical or capital campaign setting highly desired; must have knowledge of general principles of major gifts fundraising; proficient in Microsoft Office Suite; and excellent organization and communication skills.

*Excellent benefits package (includes tuition reimbursement).*

**Please use our on-line Application System and send a cover letter and resume to:**

<http://med.cornell.edu/careers/index.html>

Please refer to **Job Number 12124**

**Applications submitted without cover letters will not be reviewed.**

***Weill Cornell Medical College***

**EOE/M/F/D/V**

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*Founded in 1898, and affiliated with what is now New York-Presbyterian Hospital since 1927, Weill Cornell Medical College is among the top-ranked clinical and medical research centers in the country. In addition to offering degrees in medicine, Cornell also has Ph.D. programs in biomedical research and education at the Weill Graduate School of Medical Sciences, and with neighboring Rockefeller University and the Sloan-Kettering Institute, has established a joint MD-PhD. program for students to intensify their pursuit of Cornell's triple mission of education, research, and patient care.*

*Weill Cornell Medical College's educational mission emphasizes the importance of combining a strong foundation in the medical sciences with extensive clinical training in patient care. By promoting a true social commitment, stimulating creativity, and fostering independent thought and study, Weill Cornell Medical College continues to cultivate the best of tomorrow's leaders in the field of medicine.*