

Job Title	Prospect Researcher
PVN ID	QC-1809-002705
Category	Research
Location	QUEENS COLLEGE
Department	Office of Institutional Advancement
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 29, 2018 (Or Until Filled)

General Description

Queens College's Office of Institutional Advancement is seeking a resourceful prospect researcher to serve as the lead team member in conducting prospect research and identification. Reporting to the Manager of Development Operations and Prospect Research and working closely with other members of the major gifts team, the researcher will utilize research tools to develop profiles, create event briefings for key staff members, play a key role in database management, and complete other assignments that support the mission of the Major Gifts Team.

Other Duties

- Conduct research on potential donors and prominent alumni that come through the Major Gifts pipeline.
- Managing research requests from key staff members from the major gifts office and high-level staff at Queens College.
- Be an integral part of the prospect tracking and pipeline management.
- Update and manage alumni and donor records in the database.
- In coordination with the Manager of Development Operations, compile event briefings for colleagues.
- Regularly prepare queries and reports for staff using Raiser's Edge.
- Complete special assignments upon request in support of the overall goals to increase alumni engagement and donor support.

Qualifications

- Bachelor's Degree in liberal arts, communications or related field.
- Proficiency in Microsoft Office Suite and Raiser's Edge.

- 2+ years of prospect development experience or experience in the office of alumni and development.
- Familiarity with development research tools such as iWave, LexisNexis, and Foundation Center Directory and/or similar tools.
- Excellent communication and verbal skills, with a special emphasis on written skills.
- Candidate should be resourceful and have the ability to troubleshoot.
- The researcher should be flexible to shifting office needs and priorities.
- The Candidate should be a team player and have a collegial and pleasant disposition.

Please apply with your resume, cover letter and salary requirements. Salary is commensurate with experience.