Research Analyst

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Research Analyst

Job #: 042512
Location Syracuse, NY
Pay Range: $62,400 - $65,900
Hours:
Standard University business hours 8:30am - 5:00pm (academic year)
8:00am - 4:30pm (summer)

Hours may vary based on operational needs.

Job Type: Full Time

Job Description:

As a member of the Prospect Development team, the analyst performs discovery, analysis, and recommendations for major, principal, and planned gift prospects for fundraising purposes. She /He creates, utilizes and leads analytical solutions to discover, identify, and qualify new prospects, increase/develop understanding of existing prospect pools, and support fundraising campaigns and other fundraising initiatives. The role produces well-written analytical prospect reports that are used to lead and guide effective fundraising outcomes. The analyst researches, compiles, and interprets data on select individuals and organizations. This is a varied, cross-functional position that requires the ability to take initiative in delivering innovative solutions through synthesizing prospecting strategies and processes. Data analysis and effective implementation of systems is an essential part of this position. *The Division of Advancement & External Affairs expresses a shared mission that is collaborative, trusted, respectful, future-focused and is aligned with the overall University. All current and new employees embrace and demonstrate dedication to promoting shared values in an inclusive work culture to propel the future of advancement operations in their everyday work.*

Education and Experience:

- Bachelors Degree required; advanced degree preferred.
- Minimum of 1-3 years relevant professional experience.
- Experience in writing logical and detailed reports with a high degree of accuracy.
- Knowledge of information segmentation utilizing a database.
- CRM experience, particularly within Blackbaud or similar software preferred.

Skills and Knowledge:

- Precise attention to detail.
- Excellent interpersonal skills.
- Ability to work independently and as part of team.
- Excellent analytical and problem-solving skills.
- Strong oral and written communication skills demonstrated through the use of clear, concise language.
- General knowledge and competency of Microsoft Office programs.
- Experience searching online databases and Internet.
- Experience managing multiple deadline-driven multiple and diverse tasks.
- Ability to work well with various personalities, collaborating to support division-wide goals.
- Effectively prioritize daily tasks and manage time to balance competing demands while maintaining quality.

Responsibilities:

Prospect Identification

- Accountable for proactive prospect identification and qualification to support major and planned gift fundraising initiatives as defined by University and divisional leadership.
- Identify prospects by incorporating the use of database segmentation analysis, external resources, electronic screenings, and peer-review/focus group results.
- Guide development staff with recommendations for potential major donors for cultivation and solicitation.
- Nominate candidates for the University board of trustees, school and college advisory boards, as well as for University recognition.
- Develop meaningful, collaborative relationships with gift officers with the goal of assisting in prospect identification, qualification, and strategy.

Prospect Research

- Lead and guide effective fundraising outcomes through well- written analytical prospect reports for communication with the Chancellor, Trustees, Deans, and development staff.
- Research, compile, and interpret data on select major gift individuals and organizations.
- Analyze a prospects maximum level for successful solicitation and giving trajectory through sophisticated reasoning skills and diverse processes, including analysis of financial information.
- Research, interpret and analyze complex financial disclosure documents for the purposes of wealth evaluation (SEC filings, real property files, financial, and legal disclosures, etc.).

- Research and evaluate the giving capabilities, interests, and propensity for constituents within the Universitys alumni & development records system. Deliver prospect information to internal constituents through concise reports.
- Participate in prospect strategy meetings, contributing relevant researched data points to the development of cultivation strategy.

Research Systems and Tools

- Lead and promote the data integrity of the Universitys database of record to support all prospecting activity and prospect research.
- Adhere to ethical and confidentiality guidelines of both the University and Association of Professional Researchers for Advancement (APRA). Handle highly confidential information with tact and discretion.
- Determine operational and functional feasibility; evaluate and help develop proposed solutions; maintain documentation for best practices.
- Identify and evaluate new research sources by staying current with emerging industry best practices.
- Use and continually refine knowledge of existing sources including the Universitys alumni & development records system, Lexis-Nexis, i-Wave, various print media, public records and direct interaction with appropriate internal and external staff. Leverage and validate results from enterprise generative artificial intelligence tools.

Data Integrity

- Lead and promote the data integrity of the Universitys database of record to support all prospecting activity (to the extent possible), including major and planned gifts, proposal tracking, and prospect research.
- Outline and adhere to standards for prospect information dissemination, organization, storage, maintenance, and retrieval.
- Other duties as assigned.

About Syracuse University:

Syracuse University is a private, international research university with distinctive academics, diversely unique offerings, and an undeniable spirit. Located in the geographic heart of New York State, with a global footprint, and over 150 years of history, Syracuse University offers a quintessential college experience. The scope of Syracuse University is a testament to its strengths: a pioneering history dating back to 1870; a choice of more than 200 majors, 100 minors, and 200 advanced degree programs offered across the Universitys 13 schools and colleges; over 15,000 undergraduates and over 6,000 graduate students; more than a quarter of a million alumni in 160 countries; and a student population from all 50 U.S. states and 123 countries. For more information, please visit http://www.syracuse.edu.

About the Syracuse area:

Syracuse is a medium-sized city situated in the geographic center of New York State approximately 250 miles northwest of New York City. The metro-area population totals approximately 500,000. The area offers a low cost of living and provides many social, cultural, and recreational options, including parks, museums, festivals, professional regional theater, and premier shopping venues. Syracuse and Central New York present a wide range of seasonal recreation and attractions ranging from water skiing and snow skiing, hiking in the Adirondacks, touring the historic sites, visiting wineries along the Finger Lakes, and biking on trails along the Erie Canal.

Application Deadline:
Full Consideration By:

To apply, visit https://www.sujobopps.com/postings/112133

Syracuse University is an equal-opportunity institution. The University prohibits discrimination and harassment based on race, color, creed, religion, sex, gender, national origin, citizenship, ethnicity, marital status, age, disability, sexual orientation, gender identity and gender expression, veteran status, or any other status protected by applicable law to the extent prohibited by law. This nondiscrimination policy covers admissions, employment, and access to and treatment in University programs, services, and activities. Syracuse University has a long history of engaging veterans and the military-connected community through its educational programs, community outreach, and employment programs. After World War II, Syracuse University welcomed more than 10,000 returning veterans to our campus, and those veterans literally transformed Syracuse University into the national research institution it is today. The Universitys contemporary commitment to veterans builds on this historical legacy, and extends to both class-leading initiatives focused on making an SU degree accessible and affordable to the post-9/11 generation of veterans, and also programs designed to position Syracuse University as the employer of choice for military veterans, members of the Guard and Reserve, and military family members.

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