



Campus	Danforth Campus
Job Title	Senior Prospect Research Analyst
Requisition Number	101161
School/Administration	Alumni & Development Programs
Job Location	West Campus
Job Category	Professional
Job Type	Staff - Regular, full-time
Average number of hours per week	37.5
Flexible Hours	No Response
Pay Frequency	Monthly
Recruiting Salary Range	commensurate with experience
Salary Type	Monthly
Source of Position Funding	Department funds
Required Qualifications	<p>A minimum of two years experience in prospect/development research. Equivalent professional experience in an analytical, research, or information specialist role within an academic, nonprofit, corporate, or consulting environment will be considered.</p> <p>Proficiency in planning and setting meaningful objectives and integrating the work of prospect research into overall advancement goals is required. Proficiency in business terms, documents, and practices. Proficiency in understanding wealth indicators for individuals and the ability to locate and analyze complex financial disclosure documents. Strong attention to accuracy and detail.</p> <p>Knowledge of specialized fee-based research databases. Proficiency in formulation of an online search strategy. Excellent writing and organizational skills, including</p>

## Job Description

scrupulous, detail-oriented proofreading abilities. Self-motivation and the ability to manage multiple projects simultaneously. Excellent computer skills. Ability to prioritize and analyze confidential information with discretion.

The Senior Prospect Research Analyst reports directly to the Senior Associate Director of Development Services/Director of Research.

### Primary Duties and Responsibilities:

- Identify and qualify prospective donors to the university to increase the donor pool
- Prepare confidential in-depth research reports and strategies on prospective donors to the university
- Devise strategies to identify new sources of wealth and to track existing sources
- Conceptualize and develop proactive prospecting methodologies
- Make recommendations through research reports in support of the fundraising objectives of Washington University
- Develop strong working relationships with front-line fund raisers
- Analyze, interpret, and summarize complex financial disclosure documents for purposes of wealth assessment
- Perform in-depth library and electronic research using public and confidential documents with a view to assess donor interest and viability
- Develop detailed research profiles, briefings, and gift histories for use by university officials and fundraising staff
- Use in-house and external resources to identify new prospects
- Interpret biographical and financial information on

individuals, corporations, and foundations based on fundraising strategies and objectives

- Keep up-to-date on developments in the prospect research profession, current events, philanthropic trends, and Washington University's fundraising objectives

Required Applicant Documents	Resume/CV Cover Letter
Optional Applicant Documents	Other Document Performance Reviews Letters of Recommendation
Job Open Date	02-22-2010
Job Close Date	Open Until Filled

To review the complete job posting and to apply, please visit the Washington University employment website at <https://www.wustlcareers.com> - requisition number **101161**, or paste the quicklink provided below into your internet browser's address bar.

<https://www.wustlcareers.com/applicants/Central?quickFind=60983>