



Research Associate

Position: Regular, Fulltime, Exempt

Department: Advancement

Reports to: Director of Principal Gifts

Supervises: N/A

Date Revised: January 2015

Summary: In collaboration with the Advancement Team, the Research Associate develops, implements and maintains comprehensive, proactive strategies to identify individuals, corporations and other entities with the potential to support the foundation's initiatives through substantial gifts. The Research Associate organizes, analyzes and disseminates, in various formats, information on potential donors to ensure that Advancement Team members are provided the information necessary to solicit gifts and to cultivate and steward donor relationships.

Responsibilities and Expected Outcomes:

- Actively research, identify and analyze individuals and appropriate entities to assess giving potential, propensity to donate, and connections to foundation initiatives or the NEO community to provide the Advancement Team with comprehensive information for solicitation and cultivation activities.
- Develop and implement strategies for obtaining new prospects to ensure the ongoing expansion of the foundation's prospect base.
- Regularly prepare detailed research reports on prospects for the Advancement Team to keep them apprised of potential prospects.
- Stay well informed as to current foundation programs and initiatives and grantees to assist in the process of tying individual prospect interests back to the foundation and surrounding community.



- Identify and manage the information sources used by the Advancement Team and maintain relationships with information vendors to ensure access to the most relevant and resourceful data.
- Develop and maintain a system for the organization of prospect information files, both electronic and paper, utilizing the foundation's updated database technology to ensure ready and user friendly access for Advancement Team and other foundation staff.
- Regularly update database with information gathered through prospect research and/or provided by members of the Advancement Team.

Essential Qualifications, Credentials and Technical Skills required:

- Bachelor's degree in related field, such as library science, and/or paralegal certificate.
- Extensive investigative research skills with at least 3-5 years of experience researching individuals and other funding sources through on-line resources (Lexis Nexis, WWW, etc.) and other electronic and print sources of information.
- Ability to organize, analyze and disseminate a diverse and sizeable range of data with efficiency and great attention to detail to a variety of audiences.
- Exceptional writing skills.
- Ability to communicate effectively with a diverse group of individuals both internal and external to the foundation.
- Ability to be resourceful and independent, while still maintaining a team-based, collaborative approach to work.
- Flexibly to adjust to changing priorities and tight deadlines.
- Demonstrated competency with regards to a variety of technology including all Microsoft Office components, database programs, etc.
- Proactive nature with the ability to anticipate needs and seek out information related to immediate priorities.
- Ability to handle sensitive and confidential information appropriately and with discretion.
- Association with or knowledge of the ethical standards detailed by the Association of Professional Researcher for Advancement (APRA).
- Demonstrated customer service orientation and ability to take a proactive role in team efforts; promote cooperation and collaboration between team members and encourage open communication in multidisciplinary teams.



Other experience desired:

- Knowledge around the key issues and initiatives addressed by the foundation and the surrounding community.
- Familiarity with the philanthropic environment in northeast Ohio.

APPLICATION PROCESS:

Starting salary for this position will be commensurate with the selected candidate's background and experience. The foundation offers an excellent benefits package including medical and dental coverage, a fully vested 403(b) retirement plan and three weeks of vacation the first year of service, prorated based on date of hire. If you are interested in applying for this position, please send a resume and cover letter indicating salary requirements to resumes@clevefdn.org by February 6, 2015. Candidates selected for the interview process will be contacted during or around the week of February 9, 2015. ***We regret that we cannot respond personally to each applicant.***

Our Mission:

to enhance the lives of all residents of Greater Cleveland, now and for generations to come, by working together with our donors to build community endowment, address needs through grantmaking, and provide leadership on key community issues.

Our Vision:

to use the power of philanthropy to enable Greater Cleveland to be a great and global American city. Together with our donors and partners, we will make innovative, impactful, and internationally recognized contributions to the field of philanthropy.

Integrity

Leadership

Innovation

Service

Learning

Partnership