



Research Associate

Position:	Regular, Fulltime, Nonexempt
Department:	Advancement
Reports to:	Director of Development and Donor Communications
Supervises:	N/A
Date Reviewed:	May 2018

Summary: In collaboration with the advancement team, the Research Associate organizes, analyzes and disseminates, in various formats, information on potential donors to ensure that team members are provided the information and resources necessary to solicit gifts and to cultivate and steward donor relationships.

Responsibilities and Expected Outcomes:

- Proactively 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 donor relations, gift planning and development colleagues with comprehensive information for solicitation and cultivation activities.
- Regularly prepare detailed research reports on prospects for the advancement team to keep colleagues apprised of potential prospects.
- Work with the Director of Development & Donor Communications to enter new prospects in the donor database to ensure the ongoing evaluation and qualification of the foundation's prospect base. Regularly update database with information gathered through prospect research and/or provided by members of the advancement team.
- 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.
- Assist in the overall coordination of the development activities, including working proactively with the Development Assistant. Assist with advancement team and foundation events and initiatives as requested.
- Assist with the implementation of special-interest fundraising group projects, meetings, events, and outreach for the development team. Monitor new initiatives and qualify results, i.e. data analysis of increased levels of participation and/or giving among target groups.
- 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.



- Monitor and research national trends in the nonprofit and community foundation field. Develop a network of relationships with other research professionals to share best practices.
- Serve as the main resource for PowerPoint presentations for the development team and SVP of Advancement.

Essential Qualifications, Credentials and Technical Skills required:

- Bachelor's degree in a field related to research, communications, nonprofit management, business or similar. One to three years of experience preferred.
- Demonstrated ability to research 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 maintaining a team-based, collaborative approach to work.
- 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.
- 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.
- Desire to become familiar with the ethical standards detailed by the Association of Professional Researcher for Advancement (APRA).
- Regular and reliable transportation is required to ensure the ability to work consistently in the office and for offsite events and other obligations related to the Research Associate position.

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 exceptional benefits package including medical, dental, vision, life and disability coverage, a comprehensive wellness program, a fully vested 403(b) retirement plan and two 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 May 31, 2018. Candidates selected for the interview process will be contacted around the week of June 4, 2018. ***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