

Position Number: D93916
Job Title: Research Analyst
Department: Development
FTE: 1.0 benefits eligible
Job Type: Administrative
Posted Date: 7/7/2011

Position Summary

The Development Research analyst has primary responsibility for conducting prospect research to support and maximize major gift fundraising. This position reports to the Director of Advancement Services and works closely with the Prospect Management Specialist. The primary clients of advancement Services are University Development, constituent development officers, and alumni Relations.

Portland State University

Nationally recognized as a leader in community engagement, PSU is the largest and most diverse university in Oregon with approximately 29,000 students. The university's innovative approach to education combines academic rigor with extensive internships and projects with community partners. The university's 49-acre urban campus exhibits PSU's commitment to sustainability through green buildings and transit-oriented development, while many of its 200 bachelor's, masters and doctoral degree programs incorporate sustainability into the curriculum. PSU's motto, "Let Knowledge Serve the City," inspires the teaching and research of an accomplished faculty. Five themes guide PSU's work: provide civic leadership through partnerships, improve student success, achieve global excellence, enhance educational opportunity, and expand resources and improve effectiveness.

Responsibilities:

- Conduct in-depth biographical, philanthropic and financial research and analysis on prospective and current donors.
- Manage production of biographical, philanthropic and financial research reports by working with department clients and research staff to fulfill requests and meet deadlines.
- Identify and qualify new prospective donors to maintain a pool of prospect leads for assignment to development staff.
- Develop research processes and policies that align with and support Portland State's fundraising processes, including a comprehensive reference and training manual that is specific to Portland State.
- Enter and maintain accurate prospect research data in the constituent database.
- Maintain strong relationships with major gifts staff to promote data-driven major gift fundraising.
- Train and advise staff on navigating the constituent database to find research data.
- Establish policies and procedures pertaining to prospect research ethics and confidential research data storage and dissemination.
- Maintain donor filing systems
- Recommend acquisition of new research resources and technologies.
- Hire, train and supervise student employees.
- Safeguard the confidentiality of constituent records, adhering to the Family Educational Rights and Privacy Act (FERPA) and the Association of Professional Researchers for Advancement (APRA) Code of ethics.
- Other projects as assigned.

Required Skills and Qualifications

- Minimum of two years experience with computer systems and the Microsoft Office suite of products.
- Familiarity with relational databases.
- Excellent verbal and written communication skills.
- Good interpersonal skills and ability to work on a team with diverse individuals.
- Excellent analytical skills and knowledge of research techniques, including ability to locate and interpret financial, philanthropic and biographical information for a variety of sources.
- Flexible and self-directed.
- Strong organizational skills and ability to prioritize projects.
- Must be able to successfully complete a background check.

Preferred Qualifications

- Experience in a fundraising office and/or higher education administration, particularly prospect management research or prospect management experience.
- Experience with Agilon's ONE database.
- Supervisory experience.
- Bachelor's degree.
- Deep appreciation for the mission of Portland State University.

Compensation:

The starting annual salary for this full-time position will be dependent upon qualifications and experience. Total compensation includes an excellent benefits package of fully paid healthcare; a generous retirement and vacation package; and reduced tuition rates for employee, spouse, or one dependant at any of the Oregon University System schools.

To Apply

Interested candidates should submit a cover letter that addresses the required qualifications using examples where possible; resume; salary expectation; and the names, addresses, and telephone numbers of at least three professional references.

Electronic submission of applications and correspondence is strongly preferred. Materials may be submitted at devjobs@pdx.edu, noting Development Research Analyst, or by mail to:

Development Research Analyst
University Advancement
Portland State University
P O Box 751-DEV
Portland, Oregon 97207

Review of applications will begin immediately and the position will remain open until finalists are identified (for at least 30 days). Please, no phone calls.

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity