The URI Foundation seeks a highly analytical professional to deliver a comprehensive range of prospect research, analysis and datamining in order to successfully execute the continuous flow of prospects into and through the major donor pipeline. Working as a member of the Prospect Research team, the position is responsible for properly discovering and qualifying potential philanthropic supporters of the University of Rhode Island. A creative approach to prospect research and a collaborative style to partner with the front line development officers is critical.

OVERVIEW:
The Prospect Research Analyst will be responsible for conducting research; preparing written reports; maintaining online records for major gift prospects; and, assisting with the identification and qualification of individual, corporate, and foundation donors, all in support of major gift contributions to the University. The Prospect Research Analyst reports to the Manager of Prospect Research.

RESPONSIBILITIES:
- Identify new major gift prospects for the University, specifically identifying prospects with capacity greater than $50,000 and prospects where donor inclination matches current University fundraising priorities.
- Establish gift capacity ratings for major gift prospects for the University, ensuring current capacity ratings are reflected in the central database.
- Conduct thorough biographical and financial research on prospective prospects (including alumni, parents, foundations, corporations, and friends) through publicly held records, electronic databases, and other reference resources, and prepare written profiles reflecting research for use by development staff in solicitation of major gifts.
- Work with URI Foundation records management staff and prospect managers to maintain accurate online records for major gift prospects, including timely and accurate updates to key information including: home, seasonal, and business addresses; employment information; prospect ratings; staging; assignments; and updates to master prospect lists). Ensure that updates reported via contact reports are accurately reflected in Advance.
- Assist with the preparation of event briefings for the URI President and URI Foundation for key development-related events, providing succinct information about key attendees.
- Conduct database inquiries and produce lists to support the daily cultivation activities of individual development officers, including identification of potential prospects for discovery visits.
- Review online alerts, newspapers and periodicals, and other online subscription services for information regarding prospects, donors and University related matters, and share with appropriate recipients.
- Complete special projects and other tasks related to research, as requested.
**QUALIFICATIONS:**
Excellent organizational, analytical, and writing skills, and the ability to handle multiple projects simultaneously, meet deadlines, and work independently. Excellent communication skills: the ability to present information concisely and effectively, both verbally and in writing. The ability to problem-solve, act independently and as a member of a team and prioritize. Good judgment, maturity, personal integrity, strong interpersonal skills, accuracy and attention to detail required. Thorough knowledge of Microsoft Office, email products, and Web browsers required.

**EDUCATION/EXPERIENCE:**
A bachelor’s degree is required with a minimum of three to five years’ experience, preferably in higher education (or a comparably complex organization) or related field. Previous experience work experience in development or campaign research using databases (Blackbaud and Advance preferred) and other internet resources to locate financial and biographical information. The highest degree of professionalism and discretion in dealing with donor information and potentially sensitive matters of donor confidentiality is required.

**APPLICATIONS:**
Forward letter of interest, resume, salary requirements, and references to:

URI Foundation
Attn: Gerri Beagle, HR Manager
79 Upper College Road | Kingston, RI 02881
gbeagle@uri.edu