Title: Research Associate

Location: 825 Eighth Avenue, New York, NY 10019

Job Type: Full-Time (Experienced)

Compensation Type: TBD

Start Date: ASAP

Job Description:

The Research Associate will identify, evaluate, and profile individual, corporate, and foundation prospects in support of WNET’s development initiatives. S/he will play a crucial role in the fundraising process by supporting the development of a pipeline of new prospects and by providing timely, actionable, value-added intelligence to frontline fundraisers and management regarding prospects’ wealth and philanthropic interests.

Primary Responsibilities:

- Proactively and reactively (as directed by management) conduct prospect research on individuals and institutions
- Interpret and evaluate research results, communicate analysis in the appropriate format to colleagues, and implement follow-up research strategies all to assist gift officers with the development of cultivation and solicitation plans
- Generate regular and ad hoc reports and analysis that contribute to the organization’s fundraising success
- Collaborate with development team members to optimize portfolios
- Works collaboratively to implement processes for prospect management and reporting
- Inform engagement strategies by appropriately translating data analysis into messaging targets and best practices
- Monitor, analyze, and disseminate news regarding individual prospects, the economy, philanthropic trends, and the culture at large that could impact fundraising at WNET

Qualifications:

Qualified candidates will have a BA/BS degree and at least one year of relevant experience preferably in either a non-profit or market research environment. The successful candidate will possess strong research skills using a variety of subscription and freely available online resources and have experience with data analysis and in the assessment of individual wealth. Excellent verbal, written and interpersonal communication skills, the ability to work in a team environment and interact successfully with all levels of WNET’s staff, volunteers and the public will be needed. Candidates must adhere to the APRA Code of Ethics.

Application Instructions: For immediate consideration, apply online at www.wnet.org/careers.

Qualified candidates only; no phone calls please. Candidates selected for interview will be contacted.

WNET IS AN EQUAL OPPORTUNITY EMPLOYER.