

Research Analyst, Advancement Services

The Analyst is responsible for conducting accurate research and identifying donor prospects capable of making major gifts to Memorial Hermann. The successful candidate will have the ability to professionally assess a person's overall capacity and inclination to philanthropically support Memorial Hermann and to confidently articulate the assessment to frontline fundraisers. This position reports to the Director of Prospect Development.

The qualified candidate will work closely with Foundation staff to support the management of portfolios and prospects. This person will stay abreast of researched data and anecdotal information to draw connections between Memorial Hermann and donor prospects. He/she will work collaboratively with fundraisers to identify strategic actions which will move prospects through portfolios. The position is also expected to manipulate and analyze data from various sources to achieve Memorial Hermann fundraising goals. This includes, but is not limited to, working lists through wealth screenings, creating methods to monitor and track donor behavior, and implementing methods for maintaining data integrity in Raiser's Edge.

This seasoned professional is expected to bring leadership, insights and innovation to all aspects of prospect management and research. A positive attitude that embraces challenges is fundamental to this role.

PRINCIPAL ACCOUNTABILITIES

- Prepare accurate and relevant research reports on individuals, corporations and foundations using available research tools.
- Execute screenings and prospecting of donor prospect lists from various sources.
- Ensure the ethical and confidential use of donor and prospect information, as is consistent with the standards of Memorial Hermann and the Foundation.
- Manipulate, import and extract data from Raiser's Edge to maintain data integrity standards and to aid in prospect research.
- Manage and distribute community news articles of interest to key Memorial Hermann stakeholders.
- Provide feedback and input to improve efficiencies of function area.

Experience / Knowledge / Skills:

- Bachelor's degree in business or related field.
- Five (5) years of experience in prospect research and management.
- Excellent analytical, communication, and organizational skills.
- Advanced skills with Blackbaud products, particularly Raiser's Edge. Intermediate skills with Importomatic products.
- Extensive knowledge of research tools such as Lexis Nexis, iWave, WealthEngine and the internet.
- Ability to both work independently and as an integral member of a team.
- Ability to lead projects and meet deadlines in a fast-paced environment.
- High degree of professionalism, collegiality, maturity, and diplomacy required.

Apply at: <https://jobs.memorialhermann.org/us/en/job/100138477/Analyst-Advancement-Services>