



**Research Analyst  
Clark College Foundation  
Vancouver, Washington**

**Clark College Foundation** seeks a **Research Analyst** who is ethical and motivated, detail- and process-oriented. The job performance of this position impacts prospect identification, cultivation and solicitation, along with the accuracy and analysis of information collected by the organization, having a direct effect on the fundraising success of Clark College Foundation. They will be an effective communicator, thrive in a positive, team environment and be dedicated to our mission of **inspiring the joy of philanthropy in support of student success and program excellence at Clark College.**

Clark College Foundation offers a positive, team-oriented work environment and a competitive compensation package with excellent benefits including medical, dental and vision insurance, and an employer-matched 403(b) retirement savings plan. Additionally, Advancement Services staff are provided professional membership in the Association of Professional Researchers for Advancement (APRA) and/or the Association of Advancement Services Professionals (AASP). We encourage and support professional development of our employees, and strive to promote from within when mutually beneficial. We value philanthropy, integrity, innovation, stewardship, service, and teamwork.

Clark College Foundation is committed to promoting a culture that is open, safe and respectful for all employees. We believe that diversity in experience, background and perspective enriches the work we do. It is our goal to challenge systems of power, privilege and inequity by providing our employees diversity education and training, and through employee recruitment and retention.

Founded in 1973, Clark College Foundation is an independent, self-governed nonprofit that assists Clark College through philanthropy. Our efforts, in concert with our generous benefactors, serve to improve educational opportunities and consequently, the quality of life and economic success of our community. Since its inception, the foundation has directed \$66 million to support programs, facilities and services at Clark.

Our success is recognized by the Council for Advancement in Support of Education (CASE) as the 2019 national recipient of its Educational Fundraising Award. Moreover,

the foundation's communications efforts have won numerous top accolades from CASE and the Oregon chapter of the Public Relations Society of America.

### **Position Overview**

Reporting to the Director of Partner Development, the Research Analyst is the primary researcher for the organization. They will collect information from a variety of public resources and proprietary databases, analyze information collected on individuals and entities to assign ratings for capacity, propensity and inclination, and make recommendations on cultivation strategy based on these findings. They will also maintain data accuracy and process updates on alumni, board members, faculty, staff and other constituencies integral to the success of Clark College Foundation's advancement program. The position is a non-exempt, hourly position, 40 hours per week. Work is normally performed between the hours of 8 a.m. and 5 p.m., with occasional night or weekend shifts as required for events.

### **Job Responsibilities**

- Research prospective donors for Clark College Foundation using a combination of publicly available resources and proprietary databases.
- Produce ratings on an individual's or entity's capacity, inclination and philanthropic propensity based on information collected through research.
- Provide information and analysis to inform cultivation strategy in the form of detailed biographical profiles.
- Respond to research requests in a timely fashion with pertinent information.
- Conduct daily news searches and monitor select publications for significant information and articles about current or potential philanthropic partners and alumni and provide updates to staff.
- Maintain an understanding of research policy in conjunction with the foundation's prospect management framework – called the Managed Partner System – and train staff as necessary.
- Assist as necessary with database updates and clean-up projects such as, obituaries, merging records, address updates, etc.

### **Qualifications**

- The ideal candidate will have an associate degree and two years of experience in a nonprofit environment or research-related field, or an equivalent combination of degree and experience.
- Must have strong analytical skills; excellent interpersonal, verbal and written communications skills; be extremely detail-oriented, organized, and able to multi-task and meet deadlines.
- Experience with Microsoft Office; proficient in Excel and Word.

- Experience with The Raiser's Edge or other relational database is strongly preferred. Understanding of philanthropy and experience in a comprehensive campaign environment for higher education is helpful.
- Experience with processing and analyzing complex financial information, including SEC filings, Foundation 990 disclosures, real estate assessments and private business valuations is preferred.
- The employee holding this position will be expected to become proficient in diversity and equity matters in accordance with CCF's diversity and equity policies, procedures and professional training opportunities, in order to advance the vision and mission of the foundation and Clark College among non-dominant and non-traditional philanthropic communities.

### **Terms of Employment and Compensation**

This is a regular, full-time, non-exempt position offering a starting range of \$40,000-\$45,000 annually. We offer a generous benefits package that includes: health, dental, paid holidays, vacation, and personal leave time, and participation in a 403(b) retirement plan with an employer match for eligible employees.

Visit our website at [clarkcollegefoundation.org](http://clarkcollegefoundation.org) for more information.

For consideration, email a one-page cover letter summarizing your applicable work history and what interests you about working for Clark College Foundation, résumé and compensation goals in a single PDF document to [dpalow@supportclark.org](mailto:dpalow@supportclark.org) with the subject line **Research Analyst**. Position open immediately and will remain so until filled. Application review will begin December 15, 2019.

We are proud to be an Equal Opportunity Employer. We strive to employ individuals who possess the skills necessary to effectively serve an increasingly diverse population. Our effort is to create a cultural climate that challenges power, privilege, and inequity.