

Prospect Research Analyst

The Roman Catholic Archdiocese of Indianapolis is seeking a full-time Prospect Research Analyst. This newly-created position will have a key analytical role in stewardship and development efforts of the Archdiocese. This position is focused on data analysis to promote growth in donor engagement and charitable giving. This role will focus on monitoring the identification, qualification, cultivation, invitation, and stewardship of donors and potential donors and assisting Major Gift and Planned Gift officers in determining prioritization and outreach through analysis of donor trends and behaviors. The Prospect Research Analyst is charged with continuously refining and improving the process of data analysis for the office and always seeking new ways in which data analysis can enhance and impact fundraising success and donor satisfaction by connecting the passions of the donor with the ministries of the Church.

The experienced, self-motivated Prospect Research Analyst will possess strong writing, research, and analytical skills, along with a commitment to producing high quality work. Emphasis will be placed on being an active partner with all directors within the Office of Stewardship and Development to increase funding for ministry. The Prospect Research Analyst will be expected to work on multiple projects simultaneously, utilizing a strong proficiency with prospect research resources, searching skills, and research strategies.

Please e-mail cover letter, resume, and list of references, in confidence, to:

Ed Isakson

Director, Human Resources

Archdiocese of Indianapolis

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Equal Opportunity Employer