
Prospect Researcher Resume

Job Objective

Inspiring Prospect Researcher with proven track record seeking position with well-established firm.

Highlights of Qualifications:

- Remarkable experience in managing donor database and preparing detailed reports for large volume of research
 - Huge knowledge of research systems
 - Sound knowledge of information sources from various biographical and financial resources
 - Good understanding of the advancement process and terminology
 - Familiarity with Dataquick, Dun & Bradstreet, Lexis Nexis Development
 - Ability to manage resources effectively
 - Ability to maintain all confidential data effectively
 - Exceptional communication skills in both oral and written forms
 - Ability to work on multiple projects and ensured compliance to deadline
 - Ability to interpret all trade related documents
-

Professional Experience:

Prospect Researcher

Cancer Care, Inc., Queens, NY

November 2007 – Present

- Coordinated with development team and major donors and prepared prospects for various donors.
- Developed research reports and prepared donor biographies.
- Maintained and updated donor records in Raiser Edge and prepared reports.
- Administered work of wealth screening projects and prepared various screening tools.
- Participated in weekly development meetings.

Prospect Researcher

Virtua, Queens, NY

December 2003 – October 2007

- Managed work with help of standard research techniques and screened profiles for prospective donors.
 - Evaluated information and edited data for various comprehensive profiles.
 - Coordinated with development directors and developed fundraising strategies and identified required prospects.
 - Performed research on various prospects through various newspaper and journals.
 - Maintained information on all prospective donors, prepared a database for major donors.
 - Prepared donor list and updated it on a tracking system.
 - Ensured compliance to all standards and guidelines.
-

Education:

Bachelor's Degree in Health Care

Hesser College, Manchester, NH

[Build your Resume Now](#)