

Prospect Research Analyst, University Advancement University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=262981>

Downloaded On: Sep. 25, 2025 5:07pm

Posted Sep. 25, 2025, set to expire Aug. 4, 2026

Job Title Prospect Research Analyst, University Advancement
Department University Advancement
Institution University at Buffalo
Buffalo, New York

Date Posted Sep. 25, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Research/Technical/Laboratory
Institutional Advancement

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Job Description

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Prospect Research Analyst, University Advancement

Position Information

Position Title: Prospect Research Analyst, University Advancement

Department: University Advancement

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59254>

Job Type: Full-Time

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Posting Detail Information

Position Summary

The Prospect Research Analyst plays a pivotal role in advancing the University's philanthropic efforts by identifying, analyzing, and qualifying prospective donors. This position supports major, planned, and principal gift programs and directly contributes to the University's long-term fundraising success.

Reporting to the Associate Director of Prospect Research, the analyst collaborates with research colleagues and frontline fundraisers to deliver actionable intelligence that drives cultivation and solicitation strategies. This role combines qualitative and quantitative research to uncover giving capacity, analyze trends, and inform fundraising priorities.

The successful candidate will:

- Conduct detailed research and prepare high-quality profiles on alumni, corporations, and foundations.
- Identify and financially qualify potential donors capable of gifts of \$50,000+.
- Analyze complex financial and legal disclosures to assess wealth.
- Partner with frontline gift officers to develop and track solicitation strategies.
- Research corporations, foundations, and grant makers for funding opportunities.
- Maintain prospect data in Salesforce and leverage reporting tools for insights.
- Stay current on industry trends and emerging tools to strengthen research efforts.

The Prospect Research Analyst is a trusted resource for Advancement, ensuring accuracy, confidentiality, and strategic insight in all deliverables, directly contributing to the success of the University's fundraising initiatives.

Division of University Advancement

At the University at Buffalo, our Division of [University Advancement](#) plays a pivotal role in advancing our mission. With the historic \$1 Billion Boldly Buffalo campaign recently concluded in June 2024, where more than 80,000 alumni and donors generously contributed, were on the cusp of greatness. Our goal? To propel UB into the top 25 of national public research universities within the next decade. As part of our team, you'll build strong connections with alumni and donors worldwide, shaping the future of our institution. Join us and be part of a team that changes the world!

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Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelors degree
- Minimum of one year experience in a research-intensive professional role
- Ability to handle confidential information with tact and discretion and adhere to ethical and confidentiality guidelines of both the university and the Association of Professional Researchers for Advancement (APRA).
- Ability to clearly convey information orally and in writing
- Precise attention to detail
- Ability to work independently and as part of team
- Excellent analytical and problem-solving skills
- General knowledge and competency of Microsoft Office programs, including the ability to manage and manipulate data in Microsoft Excel
- Excellent interpersonal skills
- Experience managing deadline-driven multiple and diverse tasks

Preferred Qualifications

Physical Demands

Salary Range

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\$50,000 - \$60,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Judy Mackey

Contact's Pronouns:

Contact's Title: Human Resources Officer

Contact's Email: jmackey@buffalo.edu

Contact's Phone: 716-645-1526

Posting Dates

Posted: 09/24/2025

Deadline for Applicants: Open Until Filled

Date to be filled: 10/20/2025

Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

N/A

University at Buffalo

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