

Volunteer Opportunity: Donor/Prospect Researcher

DataCenter seeks a person with past research/investigative experience, or with an aptitude for detail and curiosity willing to learn donor research. This position supports Staff and Board Members at The Data Center.

- 1) Should be familiar with doing online research; email; Internet; Microsoft Suite applications; able to analyze information on current and prospective donors. You will search for donor/prospect information re: their business life, affiliations, net worth estimates, giving history/capacity, public life-if any, education, family life, and any other details so needed by the organization.
- 2) Must be able to write concise summaries w/attachments to be used by the Executive Director, Board of Directors, staff and volunteer solicitors for fundraising purposes.
- 3) Volunteer will be oriented to this research by our Fundraising Consultant and Staff.
- 4) Gather, Analyze, and report information on individuals, foundations, corporations, community organizations, and other grantmakers.
- 5) Be able to use, or eager to learn, tools such as The Foundation Center, Guide Star, and/or Wealth Engine as well as others as appropriate.
- 6) Should be an organized individual, with excellent record management skills, ensure accessibility of the filing system, be able to use a relational database; Be a strong writer and have friendly communication skills.

Time commitment: 25-30 hrs a month
(TBD after fundraising plan is reviewed w/E.D.).

Location: Flexible; can work from home or our office. However, regular check-in with staff (preferably in-person) will be scheduled.

Compensation: Commuter check provided for travel.
A shared desk and computer in our Oakland office will be available as needed.

Start date: Immediately

REQUIREMENT

This position requires a minimum 3 month commitment with intermittent evaluations, and renewable if both parties are satisfied with results. Also, prior to commencing the job, the researcher will sign an agreement of confidentiality and review standards for the respectful handling of donor information.

HOW TO APPLY

Any interested person should submit by email a cover letter stating your interest, logistical availability (i.e., possible start/end dates), special needs if any, strengths/skills you bring to this important work, what you seek from this experience – attached with your Vitae or resume that highlights pertinent experiences and skills.

Please email: Miho Kim, miho@datacenter.org