

Philanthropy Officer, Information Services

Department: CNE-PHILANTHROPY

Operating Unit Care New England

Location: Providence, RI

Job ID: 11627

Job Status: Full Time

Shift: Days

End Date:

Primary Function:

The Philanthropy Officer for Information Services oversees business development and documentation, information management, analysis and fundraising systems support for Care New England operating units. Supervising the Philanthropy Assistants for Information Services, the Philanthropy Officer provides leadership, direction, and coordination of the Department's databases and research functions. The incumbent develops and implements policies and procedures to track the identification, cultivation, and solicitation status of individual, corporate, and foundation prospects; employs innovative prospect identification methods; manages research analysis of relevant financial and biographical information; and participates in strategies and briefings with philanthropy officers for successful cultivation and solicitation efforts. Supports the Philanthropy Department through both detailed and high-level analysis and reporting, which includes all philanthropy reports monthly, quarterly, annually and on an ad hoc basis. The Philanthropy Officer maintains and enhances existing technology applications, overseeing the security, maintenance, and integrity of information on the fundraising systems and related records.

Specifications:

Bachelor's degree with 7 to 10 years of experience, or equivalent combination of education and experience in research, data management and philanthropy. Excellent research, analytical and data skills required with a mastery of Blackbaud RE, NXT,

Net Community, Research Point or equivalent. Proficiency with business intelligence tools like Crystal Reports will be useful. This position also requires extensive computer skills, creativity, and familiarity with database management techniques and an understanding of the function of fundraising cultivation, prospect tracking and screening and the role of research in that task. Mastery of Microsoft Office (Word, Excel, PowerPoint) with advanced skill in graphing and charts helpful. Successful candidate must be highly detail-oriented and deadline driven, with exceptional organizational skills in project management.

Salary Range-\$68,000-\$116,000

Apply: [CNE Philanthropy Officer Information Services](#) and search under Department= CNE-Philanthropy