Corporate Research Specialist

Job Description
The Corporate Research Specialist will support the development program with a focus on corporation giving. The fundraising program’s growth will provide natural opportunities to build and cultivate sponsors for the organization. The position will assist by doing in depth research on potential corporate sponsors that closely in line with RA’s mission statement. Additionally, they will work in conjunction with the Development team to create the best strategy for each company given their philanthropic mission.

Responsibilities
- Responsible for researching and recommending corporations for potential relationships with Random Acts.
- Identifies potential of new corporate/external organizations to support Random Acts initiatives such as Business Heroes and Class Act.
- In collaboration with the Corporate Relations Manager, Fundraising Manager and Director of Programming, develop and implement the corporate sponsorship research criteria based on Random Acts’ mission.
- Providing the assessment, valuation and packaging of potential corporate sponsorship sponsors for Random Acts.
- Maintain a solid understanding of Random Acts, its programs and initiatives, history and goals.
- Other duties as assigned
- Able to work evenings and weekends as required.

Desired Skills / Experience
- B.A./B.S. and four to six years in research
- Ability to thrive and work effectively as part of a small team in a fast-paced and rapidly growing program, in addition to remaining self-motivated and goal-oriented.
- Excellent computer skills, specifically MS Office products (Excel, Word, PowerPoint) and Google Docs
- Strong attention to detail and accuracy, the ability to prioritize and organize multiple projects, meet deadlines, problem-solve, and multi-task.
- Excellent written and verbal communications skills. Significant prospect research experience.
- Essential to have intellectual curiosity and a strong interest in the Random Acts mission.

This position reports directly to the Corporate Relations Manager and will work with the Executive Team as appropriate. The Corporate Research Specialist is a part-time, volunteer role.

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