

Job Description – Prospect Researcher for Black Fox Philanthropy

Black Fox Philanthropy is looking for a qualified individual to conduct research and data analysis for client projects on a contracted basis. The tasks involved include:

- Conducting research on foundation, corporate and family foundation funders on behalf of our nonprofit clients
- Performing research with great creativity, accuracy, speed and breadth
- Working with President Vanessa Pierce to produce institutional funder pipelines in Trello for nonprofit clients
- Performing research to create landscape analyses for clients
- Interacting directly with clients to present findings

Required Qualifications:

- Experience working in the non-profit and/or social impact sector
- Prospect research experience, especially re: foundations and corporations
- Experience using various online prospect research tools, such as Foundation Center
- Excellent written and oral communication skills
- Ability to work without extensive oversight; self-motivated
- Experience with Trello, Microsoft Excel, PowerPoint or Prezi
- Comfortable working in a team environment

The position is virtual and part-time (approximately 10 hours/week; more hours possible, depending on client needs) and potential candidates should be available as needed during business hours (approximately 9 am to 5 pm Mountain Time) for team phone meetings and calls with clients. The position is paid on an hourly basis and pay is commensurate with experience.

To apply, please send cover letter and resume to Black Fox President Vanessa Pierce at blackfox.vanessa@gmail.com.