

**Oxford University Development (North America), Inc.**  
**Position available: Research Manager**

**Overview**

Based in Midtown Manhattan, Oxford University Development (North America), Inc. (OUDNA) is a subsidiary company of the University of Oxford, UK, focused on major gifts fundraising and alumni relations in the US and Canada. We are seeking a Prospect Research Manager who will work closely with a dynamic development team and report to the Director of Research & Operations. This position offers a unique opportunity to acquire skills in international prospect research, information management, and development operations.

**Requirements**

Minimum of a B.A./B.S. degree and at least 3-5 years of experience working in a development office or similar setting, doing prospect research and some database management. Candidates must be professional, highly-organized, and adept at project management. Strong attention to detail, and excellent writing & interpersonal skills are essential. Motivated self-starters who can work independently and as part of a team are invited to apply.

**Responsibilities include (but are not limited to) the following:**

- Identify and research prospects and donors using in-house resources
- Draft & revise professional, concise research profiles and other briefing materials
- Draft sensitive issue reports on recent and prospective donors
- Run database queries and troubleshoot related issues for the OUDNA staff
- Liaise with Oxford's UK-based offices regarding constituent records
- Help track the activities of OUDNA's Research team for year-end reporting

**Desired qualifications:**

- Fluent with Microsoft 365 programs, particularly MS Word, Excel, and Teams
- Experience working with industry database(s); knowledge of Blackbaud is a plus
- Utilizes sound judgment when problem-solving and prioritizing assignments
- Familiarity with the University of Oxford or UK-based organizations is a plus

This position is full-time and in-person with a competitive salary and excellent benefits.

If interested, please email your cover letter and resume to:

Serina Lee  
Director of Research & Operations  
Email: [central@oxfordna.org](mailto:central@oxfordna.org)

***No phone calls please and emails should only be sent to the address above. Thank you.***

*\* Oxford University Development (North America), Inc. is an Equal Opportunity Employer.*