The Boston Foundation believes that one of the great strengths of the Greater Boston community is the rich diversity of its residents in race, religion, national origin, ethnicity, sex, sexual orientation, gender identity, genetic information, age and physical abilities. The Foundation seeks to enhance and support that diversity, not only by its grant making, but also by adopting and implementing employment policies and practices designed to recognize and respond to such diversity.

The Boston Foundation is an Equal Opportunity Employer. We encourage applications from people with diverse backgrounds and experience.

**All applications should be submitted online. Go to**<https://www.tbf.org/who-we-are/careers>**and select “Research Associate” to complete our online application process.**

**Job Description**

**Title:** Research Associate

**Department:** Philanthropy Group

**Reports To:** Senior Manager, Reporting and Data

**FLSA Classification:** Exempt **FTE:** 1

**Supervises:** None

**Hybrid Schedule (subject to change):** In office 2 days a week, Tuesday and Thursday. Remote Monday, Wednesday and Friday. This schedule may change based on department needs and meetings.

**Position Budgeted:** $58,000.00 to $62,000.00

**Position Summary:**

The Research Associate will work to advance the mission of the Boston Foundation by supporting cultivation and stewardship efforts through in-depth research and strategic insights. This position is responsible for curating comprehensive research profiles on prospective and current donors, preparing high quality meeting briefs for leadership and development staff, and maintaining accurate donor information to support engagement strategies.

This position will play a key role in advancing the Boston Foundation’s ambitious goals under the Campaign for A Greater Boston to inspire and align the community and its many resources in support of achieving equity for Greater Boston residents. Through their work, the Research Associate will support the Philanthropy Group in identifying potential partners, deepening staff understanding of current donors to identify areas of mutual interest and ensure strong data hygiene to support cultivation and stewardship efforts.

**Essential Functions:**

* Under the guidance of the Senior Manager of Reporting and Data, conduct detailed research on individuals, corporations, non-profit organizations and private foundations using a variety of public and proprietary resources;
* Analyze giving capacity, philanthropic interests, affiliations, and connections to the Boston Foundation’s strategy and mission;
* Identify donor prospects and assess alignment with organizational priorities;
* Create and maintain detailed donor and prospect profiles, ensuring accuracy and relevance and updating regularly based on new information or engagement activity;
* Prepare tailored briefing documents for donor meetings, including biographical information, giving history and strategic talking points (developed in collaboration with broader Philanthropy Group team members);
* Maintain research data in the Foundation’s CRM (Salesforce);
* Work closely with the Philanthropy, Communications and Office of the President teams to support fundraising initiatives and events;
* Stay informed about trends in philanthropy, donor behavior and research best practices; and
* Provide general administrative support to other department team members as requested.

**Qualifications**

*Preparation, Knowledge, Previous Experience:*

* College degree or equivalent experience; and
* At least 1 year of office-based administrative work experience.

*Skills, Abilities, Competencies:*

* Excellent written and verbal communication skills;
* Strong customer service orientation;
* Strong knowledge of Microsoft Office products - especially Word, Excel, Outlook and PowerPoint;
* CRM database experience (Salesforce strongly preferred);
* Familiarity with prospect research tools like iWave, LexisNexis and Candid a plus;
* Professional and mature interpersonal work style, ability to interact well with a diverse range of people;
* Knowledge and experience in working with diverse communities of Boston;
* Strong organizational skills and attention to detail;
* Ability to adjust work activity to various management styles;
* Ability to make decisions regarding organizing own workload and managing multiple tasks with unique timelines;
* Must be collaborative, proactive and able to create and implement new systems;
* Participatory work style; team player and sense of humor; ability to give and receive feedback;
* Strong goal orientation with flexibility to adapt to changing priorities;
* Willingness and ability to handle confidential information; and
* Familiarity with community foundations, donor-advised funds, and charitable giving vehicles is highly desirable.

**Working Conditions & Physical Demands:**

* Ability to work at workstation for long periods of time;
* Ability to use a computer keyboard for extended periods of time; and
* Ability to work remotely and on-site as required.

*The content is intended to describe the general nature and level of work being performed by persons assigned to this job. It is not intended to constitute an exhaustive list of all responsibilities and duties required.*

*External and internal applicants, as well as position incumbents, who are or become disabled as defined under the Americans with Disabilities Act or applicable state law, must be able to perform the essential functions of the job (including those listed above) either with or without reasonable accommodation. Reasonable accommodation, if any, will be determined by management in consultation with the employee on a case-by-case basis.*

*This job description is intended to be general and may be revised from time to time. At management’s discretion, the employee may be assigned different or additional duties from time to time.*

*Revised 8/2025*