



Bentz Whaley Flessner  
7251 Ohms Lane  
Minneapolis, MN 55439  
952-921-0111 fax 952-921-0109

2461 South Clark Street  
Suite 910  
Arlington, VA 22202  
703-413-5505 fax 703-413-5506

[www.bwf.com](http://www.bwf.com)

## **Job Description**

Research Associate (full-time)

### **Description**

Bentz Whaley Flessner, a leading fundraising consulting firm for over 25 years, provides quality advice for every step of the development process to educational institutions, academic medical centers, healthcare systems, and arts, culture, and environmental organizations – nationwide – with specialty counsel on analytics, annual giving, prospect research, and information systems.

### **Responsibilities**

This position provides a full range of research and support services to Bentz Whaley Flessner's management team and consultants. The person who fills this position must be accustomed to collaborating with a wide variety of personalities and levels of professional experience. The ideal candidate must also function with limited supervision and proactively coordinate his or her work with consultants. The ability to exercise initiative, independent judgment, and accountability for various processes and projects is crucial to success. Responsibilities include the following:

- Provide research support for consultants in an environment that requires maturity, professionalism, and confidentiality.
- Conduct research and collect data in support of consultant work through internet research, surveys, structured interviews, or through other means for designated research assignments. Examples of research assignments include analyzing giving trends and the environment for giving, conducting peer benchmarking, and surveying client constituents.
- Record, compile, and summarize information related to research data in presentation and/or report formats.
- Assist in data interpretation and analyses.
- Generate spreadsheets, graphs, and tables.
- Assist with drafting and editing of proposals, presentations, correspondence, project reports, and methodological reports as assigned.
- Other duties include special projects as required and/or assigned.

## **Qualifications**

Required: Bachelor's degree and a minimum of three to five years experience in a professional setting beyond college. Strong creative, analytical, and interpersonal skills; initiative and follow-through; sound discretion and judgment; excellent written and oral communications; computer proficiency in Microsoft Office applications, database systems, and internet research tools; well-developed organizational skills; flexibility; attention to detail; and the ability to work both independently and with a team toward a common goal.

Preferred: Master's degree. Experience in the development (fundraising) field. Familiarity with the industries of healthcare, higher education, and, in general, nonprofit organizations.

## **Office and Hours**

This full-time position will be based in the firm's Arlington, VA or in our Minneapolis, MN office. General office hours are 8 to 5, with flexibility needed to meet occasional deadlines outside of these set times. No relocation assistance is provided for this position.

## **Application Process**

To be considered, candidates must send resume, cover letter outlining interest in the position, salary history and requirements, and the names of three references. To learn more or apply, please send the requested information with the Subject: Research Associate Position to [bwf@bwf.com](mailto:bwf@bwf.com). More information about the firm is available at [www.bwf.com](http://www.bwf.com).

Bentz Whaley Flessner is an equal opportunity employer, and offers a competitive compensation and benefits program, including qualified (401k) plans, and benefits.