



**Prospect Research Intern**

**Start Date:** September 2019

**Location:** Hebrew Public (555 Eighth Ave, Ste 1703 New York, NY 10018)

**CMO Website:** [www.hebrewpublic.org](http://www.hebrewpublic.org)

**Email:** [jobs@hebrewpublic.org](mailto:jobs@hebrewpublic.org)

**About the Organization:**

*Hebrew Public Charter Schools for Global Citizens*

Hebrew Public is a network of diverse-by-design public charter schools that teach children of all backgrounds to become productive global citizens. Our schools are models of racial and economic integration, academic excellence, and foreign language learning.

**About the Position:**

Hebrew Public seeks a driven student with a strong work ethic and eagerness to learn for the prospect research internship position. Join an exciting community of educators and social changemakers who are passionate about global education and are committed to improved student learning and outcomes. Candidates for this position do NOT need to speak Hebrew.

**Job Responsibilities:**

- Determine prospects' financial capacity to give based on current assets and estimated net worth
- Determine prospects' willingness to give based on current charitable interests, overall interests, and potential connection(s) to our organization
- Determine connections to prospects by finding overlaps between prospects' and current donors' social, professional, and familial networks
- Produce in depth, well written prospect reports, incorporating the above information and other relevant information for successful solicitations
- Implement new research techniques as they arise
- Advise colleagues on prospects to prioritize
- Update information on current and lapsed donors' capacity and willingness to give
- Handle sensitive information in a confidential and professional manner
- Maintain accurate and organized records

**Requirements:**

- Microsoft Office proficiency
- Proficiency with DonorPerfect or other customer relationship management system preferred
- Excellent oral and written communication skills
- Familiarity with education philanthropy preferred
- Familiarity with Jewish and/or Israel related philanthropy preferred
- Attention to detail and accuracy

- Ability to align practices to shared system

**COMPENSATION:** Based on experience.

**QUALIFIED INDIVIDUALS, PLEASE APPLY:**

To be considered, interested applicants must submit a resume and detailed cover letter to our **Director of Talent and Recruitment**: [jobs@hebrewpublic.org](mailto:jobs@hebrewpublic.org).

*Hebrew Public is committed to building a diverse team that reflects the communities we serve.*

*Candidates of color and those from backgrounds that are underrepresented in school leadership roles are particularly encouraged to apply.*