

Prospect Management Analyst

Posting Details

POSTING INFORMATION

Internal Title	Prospect Management Analyst
Position Type	Classified
Faculty / Non-Faculty / Administration	Non-Faculty
Pay Band	GEN08
Level	
Department	Institutional Advancement
Job Purpose	<p>The Prospect Management Analyst maintains large scale data modeling projects and wealth screenings and maintains the prospect pipeline within ongoing data hygiene projects. The analyst will work closely with assigned gift officers and conduct quarterly portfolio reviews and work with these officers to build out prospect lists for campus priorities.</p> <p>The position will provide information and insight to assigned gift officers and deliver consultative and analytical services including portfolio management, pipeline assessment and advancement analytics to support prospect identification, cultivation, solicitation and stewardship efforts.</p>
Minimum Requirements	Bachelor's Degree and one to two (1-2) years of full-time experience in prospect management, prospect research, data analytics, or advancement services at a higher-educational institution, non-profit institution or equivalent. Candidates with an equivalent combination of experience and/or education are encouraged to apply.
Required Knowledge, Skills and Abilities	<p>The candidate should have excellent business and analytical skills; experience using data-driven insights; demonstrated project management and organizational skills; strong writing and communication skills and have the ability to interact effectively with a diverse group of fundraisers, advancement staff and other constituencies. The candidate is team-oriented and driven to achieve.</p> <p>The candidate should have a working knowledge of prospect development and research methodologies and best practices; working knowledge of Blackbaud's Raiser's Edge and NXT database (or a similar CRM system); and, a strong familiarity with Blackbaud's ResearchPoint and/or other research subscription services (e.g. Windfall, iWave, Candid, LinkedIn, LexisNexis, etc.). The candidate should have demonstrated project management skills, good attention to detail, and ability to prioritize workload and independently meet deadlines.</p> <p>Advanced Microsoft skills (including Word, Excel, Teams, PowerPoint, etc.) and excellent verbal and written communication skills are required. Experience using and creating Power BI dashboards is preferred but not required.</p>
Additional Comments Regarding Position	Flexibility to work evenings and weekends as needed is highly preferred.
Special Instructions to Applicants	<p>Please complete the application to include all current and previous work history and education. A resume will not be accepted nor reviewed to determine if an applicant has met the qualifications for the position.</p> <p>*Salary is commensurate with education/experience which exceeds the minimum requirements. Offers of employment are contingent upon a successful background check.</p> <p>All applications must be submitted online https://jobs.cofc.edu.</p>
Salary	*\$45,300 - \$60,000
Posting Date	05/13/2026

Closing Date	06/12/2026
Benefits	<ul style="list-style-type: none"> • Insurance: Health/Dental/Vision • Life Insurance • Paid Leave: Sick/Annual/Parental • Retirement • Long Term Disability • Paid Holidays • Free CARTA Bus Service • Employee Tuition Assistance Program (ETAP) • Employee Assistance Program (EAP) • Full Benefits Package – Click Here
Open Until Filled	No
Posting Number	2026075
EEO Statement	The College of Charleston is an equal opportunity employer and does not discriminate against any individual or group on the basis of sex, gender (including gender identity and/or expression), pregnancy, race, religion, color, national origin, age, disability, military or veteran status, sexual orientation, genetic information, and other classifications protected by applicable federal, state, and local laws. For more information, please visit eop.cofc.edu .
Quicklink for Posting	https://jobs.cofc.edu/postings/17957

Job Duties

Job Duties

Activity	Work with vendors to conduct large-scale data modeling projects and wealth screenings. Execute plan to maintain up to date screenings on all prospects throughout the year. Analyze modeling and screening results to make recommendations for prospect assignments and to build the prospect pipeline. Proactively and independently execute additional strategies to identify sources of prospects using creative research techniques including push technology, news alerts, print materials, gift reports, and action notes. Maintain the prospect pipeline with on-going data hygiene projects to ensure the pipeline includes a group of active prospects.
Essential or Marginal	Essential
Percent of Time	50
Activity	Conduct portfolio reviews at least quarterly with assigned gift officers. Recommends prospects to be removed from or added to assigned portfolios and supports gift officers as they create, grow, or reduce their portfolios. Provides strategy support to assigned gift officers as they plan visits with prospects and donors.
Essential or Marginal	Essential
Percent of Time	30
Activity	Collaborate with gift officers to create prospect lists for campus priorities as identified by leadership. Produce segmented prospect lists for officer and leadership travel and event guest lists. Work with Director to complete special projects or tasks relating to pipeline and prospect development.
Essential or Marginal	Essential
Percent of Time	15
Activity	Develop and maintain suite of training materials for staff to include database entry, prospect strategies, prospect identification, and research requests. Train new staff members and assist

	with on-boarding of new development officers.
Essential or Marginal	Essential
Percent of Time	5

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - Chronicle of Higher Education
 - CofC - Alumni Career Services
 - College of Charleston Website
 - Diverse: Issues in Higher Education
 - Glassdoor
 - Handshake
 - HigherEdJobs
 - Indeed.com
 - Internal Job Posting
 - jbcjobs (Joint Base Charleston Military & Family Readiness)
 - Job Fair
 - LinkedIn
 - Monster.com
 - Personal Referral
 - Post and Courier
 - Public Job Posting
 - SC Works (SC Department of Employment and Workforce)
 - Twitter
 - Word of mouth
 - Other
 - National Labor Exchange
 - CareerBuilder

Applicant Documents

Required Documents

1. Resume
2. Cover Letter / Letter of Application

Optional Documents

1. Writing Sample
2. Other Document
3. Other Document 2
4. Other Document 3
5. Form DD 214