Prospect Management Specialist  
Institutional Advancement  

**Summary**

The Prospect Management Specialist reports to the Senior Associate Director of Advancement Operations and serves as an integral part of the Institutional Advancement team. This position has an important role in maintaining data for fundraisers’ portfolios. This position also requires the ability to gather, summarize, and disseminate large volumes of information from numerous sources by composing prospect profiles and event briefings.

This position is represented for purposes of collective bargaining by SEIU.

**Essential Responsibilities**

**Prospect Management**
- **Assist the Senior Director of Advancement Operations in managing the IA Prospect Management System by:**
  - Supporting system users with troubleshooting and training
  - Documenting business rules and technical documentation
  - Filing and tracking tickets with the vendor’s support team
  - Preparing reports and lists
  - Maintaining the data integrity of the prospect management system
  - Performing prospect management data update projects in Banner and Blackbaud Fundraiser Performance Management.

**Prospect Research**
- Analyze and synthesize accumulated financial, philanthropic and affinity data on individuals, corporations and private foundations to assess prospects’ giving capability, philanthropic tendencies to produce event briefings for gift officers, IA Vice President, and College President as well as for key events/meetings.
- Maintain strong skills and knowledge of online research resources, technologies, and methodologies.

**Qualifications**

Minimum one year of professional research experience, preferably within higher education or similar environment. A Bachelor’s degree or equivalent education/work experience is required. Candidates must possess outstanding prospect research skills and the ability to interpret business
and financial data. Requires well developed interpersonal skills and the availability to attend evening and weekend engagements. Should be able to provide insight in prospect cultivation strategies. Requires the ability to prioritize tasks and manage multiple assignments with minimum supervision while meeting strict deadlines. Thinking analytically and intuitively in a fast-paced environment is important. Must have excellent writing skills and be detail-oriented and accurate. Extensive computer experience required, including database knowledge and online prospect research skills (e.g. WealthEngine, Lexi-Nexis, etc.) and Microsoft Office.

**Application Instructions**

Please submit a **resume and cover letter** explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.