



# Prospect Development Analyst

Concordia Seminary serves church and world by providing theological education and leadership centered in the Gospel of our Lord Jesus Christ for the formation of pastors, missionaries, deaconesses, scholars, and leaders in the name of The Lutheran Church – Missouri Synod. Concordia Seminary is currently engaged in a search for a full-time Prospect Development Analyst to work in their Seminary Support Office.

The Prospect Development Analyst manages and conducts a full range of donor and prospect research activities to maximize Seminary Advancement strategies and support the division's fundraising goals.

## **RESPONSIBILITIES:**

- Conduct in-depth research and screening to find and interpret biographical data, career, finances, wealth indicators, interests, family information, giving patterns, philanthropic history, etc., for current and prospective donors, including individuals, corporations and foundations.
- Prepare in-depth profiles, travel briefs and other written reports on current and prospective donors for meetings, events, strategic planning and as individually requested.
- Meet regularly with gift officers and Manager, Donor Development to help discover, classify and strategically manage current and prospective donors, update solicit coding and analyze assignment portfolios to move supporters through the fundraising cycle.
- Update and maintain biographical database information as required.
- Prepare monthly metrics reports reflecting progress toward goals, including progress on number of visits, dollars raised, deferred gifts documented and significant contacts made.

## **QUALIFICATIONS:**

- Minimum of three years of experience performing data mining, research and analysis using various forms and sources of information combined with a demonstrated knowledge and understanding of philanthropy and fundraising practices.
- Demonstrated ability for self-direction and initiative with an innate sense of curiosity and willingness to think and look "outside the box" to identify major donor prospects.
- Understanding of wealth indicators and ability to translate such information into prospect ratings and gift estimates.
- Ability to appropriately communicate sensitive information and judge how and with whom such information should be shared.
- Experience in professional qualitative and quantitative research.
- Strong analytical and organizational skills.
- Excellent written and oral communication skills.



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- Demonstrated proficiency in Microsoft Word and Excel as well as web-based fund raising databases (Raisers Edge preferred).
- Understanding of LCMS doctrine and its organizational structure preferred.

## **EDUCATION REQUIREMENTS:**

Bachelor's degree.

Please submit resume in confidence to: <https://www.csl.edu/about/employment/>