



## A Career Opportunity

At UNICEF, we work tirelessly to ensure children survive, wherever children's lives are at risk. As part of the UN, we are active in more countries and have saved more children's lives than any other humanitarian organization.

By embarking on an ambitious campaign, we will reach every child, even those in the most remote and hard-to-reach places with the essentials that every child and every family needs to survive. Because no child is too far.

Consider joining us as our:

### Senior Co-ordinator, Donor & Prospect Management

(12 month maternity leave cover starting in January 2017; full time; based in Toronto)

Reporting to the Manager, Prospecting & Reporting, the Co-ordinator, Donor & Prospect Management is an excellent entry-level position for those interested in working in the fields of prospect research and data management. The Coordinator provides support to the Manager and Corporate, Intermediate and Major Donor (MD) fundraising teams through the coordination, administration, and delivery of information which supports their ability to accurately document and deliver timely solicitation and stewardship service to donors, and staff.

The responsibilities of the position will include (but are not limited to):

#### *Prospect Research (50%)*

- Preparing event briefings for UNICEF Canada's primary fundraising events as well as for donor cultivation and stewardship events as needed.
- Managing submissions of corporate due diligence screenings for corporate donors and prospective partners.
- Writing profiles, briefing notes, and prospect identification documents for the MD, Corporate, and Intermediate teams for donors and prospects.
- Feeding into prospecting activities related to pipeline development, which can include researching wealth indicators and calculating capacity ratings.
- Analyzing the donor database to identify and take action on research gaps and potential areas for growth.
- Actively identifying prospects of interest to the Corporate, Intermediate, and MD teams through a variety of means ensuring those identified are accurately coded in Raiser's Edge.
- Media monitoring of corporate and individual donors and prospects, and other hot topic issues using Google Alerts and other tools.
- Performing other prospect research activities as needed.



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*Prospect/Donor Data Management (25%)*

- Ensure the timely entry of donor cultivation, solicitation, stewardship, recognition and event information in Raiser's Edge either manually or through global uploads or imports, where appropriate and following established guidelines.
- Maintain and update research content and actions in Raiser's Edge.
- Maintain and produce moves management, pledge reminders, budget tracking, donor stewardship, and performance indicator reports for the various teams within Raiser's Edge in a timely fashion according to agreed upon schedules.
- Create queries and produce exports in Raiser's Edge to pull data for a variety of purposes including mailings, donor recognition, and donor cultivation, solicitation and stewardship needs.
- Prepare lists for global uploading into Raiser's Edge such as event and other prospect acquisition lists by ensuring formatting, cleaning and content additions as desired.
- Support inter-team collaboration to ensure appropriate prospect and moves management.

*Data Integrity (25%)*

- Focal point for the Development team to ensure Raiser's Edge data integrity and customer service support as it relates to moves management activity, membership and donor administration, and financial and budget reporting for intermediate, corporate, and major gifts teams.
- Monitor Raiser's Edge data through the use of queries, exports, and reports and flag errors with the Manager and the appropriate team to ensure data coding accuracy in the database is maintained and that established guidelines are followed.
- Foster inter-team collaboration with regards to implementing new data processes and creating solutions to data needs.

The ideal candidate will have:

- A post-secondary degree/ diploma in business or library studies with a focus in fundraising research, or other applicable analytical disciplines.
- A minimum of 1- 2 years' experience in fundraising, data administration or research.
- The ability to work in a fast-paced environment, prioritize and multi-task, while being organized, detail-oriented, with strong follow through.
- Superior verbal and written communications skills, including public speaking.
- Excellent computer skills (Microsoft Office).
- Experience with Raiser's Edge or other relational fundraising databases.
- French language skills, particularly reading comprehension (an asset).





For consideration, please submit your resume and cover letter to [careers@unicef.ca](mailto:careers@unicef.ca) by **December 18, 2016**. Please attach your cover letter (including salary expectations) and resume as one document and reference “**Senior Co-ordinator, Donor & Prospect Management**” clearly in the subject heading.

UNICEF Canada sincerely thanks all applicants for their expressed interest in this opportunity, however, only those selected for an interview will be contacted.

Consistent with our Child Protection Policy, the successful candidate must receive clearance by a police background check, including a vulnerable sector screen.

UNICEF Canada is an inclusive workplace and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements for the position.



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