



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:

Co-ordinator, Donor & Prospect Management

(Permanent, Full time, based in Toronto)

Reporting to the Manager, Prospecting & Reporting, the Co-ordinator, Donor & Prospect Management provides support to the Manager as well as the 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.
- Submitting corporate screenings and prepare due diligence research for Corporate Social Responsibility (CSR) partners.
- Writing profiles, briefing notes, and prospect identification for the MD, Corporate, and Intermediate teams for donors and prospects with expected value under \$100K.
- Producing lists from Raiser's Edge (RE) for potential data mining analysis.
- Actively identifying prospects of interest to the Corporate, Intermediate, and MD teams through a variety of means ensuring those identified are accurately coded in RE.
- Maintaining a list of Google Alerts of corporate and individual donors and prospects.



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Prospect/Donor Data Management (25%)

- Maintain and produce moves management, pledge reminders, budget tracking, donor stewardship, and performance indicator reports for the various teams within RE according to agreed upon schedules.
- Create queries and produce exports in RE 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 RE such as event and other prospect acquisition lists by ensuring formatting, cleaning and content additions as desired.

Data Integrity (25%)

- Focal point for the Development and Loyalty and Acquisition teams to ensure RE data integrity as it relates to moves management activity, membership and donor administration, and financial and budget reporting for intermediate, corporate, and major gifts teams.
- Ensure the timely entry of donor cultivation, solicitation, stewardship, recognition and event information in RE either manually or through the conducting global uploads or imports where appropriate following established guidelines.
- Monitor RE data entry through the use of queries, exports, and reports and flagging errors with the Manager and the appropriate team to ensure data coding accuracy in the database is maintained and that established guidelines are followed.

The ideal candidate will have:

- Post secondary degree/ diploma in business, library studies, fundraising research, or other relevant analytical discipline.
- A minimum of one (1) to two (2) years work experience preferably 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 and customer service skills, including public speaking.
- Excellent computer skills (Microsoft Office).
- Experience with RE 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 by **March 11th, 2015**. Please attach your cover letter (including salary expectations) and resume as one document and reference “**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.



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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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