



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

(Permanent; Full-time; based in Toronto)

Reporting to the Director, Campaign, this role provides support to the Development teams through the co-ordination, administration and delivery of information to accurately document and deliver timely solicitation and stewardship services.

The responsibilities will include (but not limited to):

Prospect Research (40%)

- Prepares event briefings for UNICEF Canada's primary fundraising events as well as for donor cultivation and stewardship events, as needed.
- Co-ordinates submissions of corporate due diligence screenings for corporate donors and prospective partners.
- Writes profiles, briefing notes, and prospect identification documents for the Campaign, Major Gift and Corporate teams for donors and prospects.
- Feeds into prospecting activities related to pipeline development, which can include researching wealth indicators and calculating capacity ratings.
- Actively identifies prospects of interest to the Campaign, Major Gift and Corporate teams through a variety of means ensuring those identified are accurately coded in Raiser's Edge (RE).



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- Media monitoring of corporate, foundation, individual donors and prospects, and other hot topic issues using Google Alerts and other tools.
- Performs other prospect research activities, as needed.

Prospect/Donor Data Entry and Management (40%)

- Ensures 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.
- Maintains and updates research content and actions in RE.
- Creates queries and produces exports in RE to pull data for a variety of purposes including mailings, donor recognition, and donor cultivation, solicitation and stewardship needs.
- Prepares lists for global uploading into RE such as event and other prospect acquisition lists by ensuring formatting, cleaning and content additions.
- Supports inter-team collaboration to ensure appropriate prospect management.

Data Integrity (20%)

- Monitor RE data through the use of queries, exports, and reports and flag errors with the Senior Officer, Donor & Prospect Management to ensure data coding accuracy in the database is maintained and that established guidelines are followed.

The ideal candidate will have:

- A post-secondary degree or college diploma in business or library studies with a focus in fundraising research or other applicable analytical disciplines.
- A minimum 1 to 2 years relevant work 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.
- The ability to problem-solve.
- Excellent computer skills (Microsoft Office), especially in Excel and Access.
- Experience with RE or other relational fundraising databases.
- French language skills particularly reading comprehension (an asset).



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For consideration, please submit your resume and cover letter, with salary expectations, to careers@unicef.ca by **September 6, 2018**. Please attach your cover letter 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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