



## A Career Opportunity

UNICEF is the world's farthest-reaching humanitarian organization for children. Across 190 countries and territories, and in the world's toughest places, we work day in and day out to help children survive. To defend their rights. To keep them protected, healthy and educated. To give them a fair chance to fulfil their potential. Our work for every child relies entirely on voluntary support, including donations from generous Canadians.

### Senior Officer, Donor & Prospect Management

(19-month maternity leave contract; Full-time, based in Toronto)

Reporting to the Director, Development Operations, this role provides support to the Chief Development Officer (CDO) and the Major Gift (MG) and Corporate development teams through the management, coordination, administration, and delivery of information, supporting their ability to identify, solicit, cultivate and steward prospects, donors and senior volunteers.

The responsibilities of the position will include:

#### *Prospect Research (40%)*

- Manages and coordinates all aspects of prospect research for the organization through ongoing research, data mining, prospect identification and qualification activities.
- Researches, evaluates and implements best practice prospect research tools.
- Manages the specific prospect research needs of the Executive Team as well as the organization's corporate and major donor prospects (\$25k+).
- In coordination with the Senior Coordinator, Donor & Prospect management, writes profiles, briefing notes, and prospect identification briefs for the MG, Corporate, and Intermediate teams, including prospect briefings for cultivation and stewardship events.
- Maintains and manages the storing, retrieving and updating of prospect research files on the network according to best practices.
- Maintains and updates research content in Raiser's Edge.
- Media monitoring of corporate and individual donors and prospects, and other relevant news using Feedly and other tools.
- Manages submissions of corporate due diligence screenings in UNISON system for corporate donors, prospects, and opportunities.



UNICEF Canada is one of 220 charities in Canada accredited by Imagine Canada for excellence in nonprofit accountability, transparency and governance.

- Analyzes the donor database to identify and take action on research gaps and potential areas for growth.

*Prospect/Donor Data Analysis and Management (40%)*

- Leads and utilizes best practices for identifying and qualifying prospects of interest to the CDO, Campaign, Corporate, mid-level and MG teams through a variety of means.
- Coordinates the prospect clearance protocol amongst the development team members.
- Maintains and manages prospect pools and pipelines in Raiser's Edge, ensuring identified prospects and donors are accurately coded and reflect current prospect status.
- Ensures the timely import and appropriate coding of prospect lists and donor cultivation, solicitation, stewardship, recognition and event information in Raiser's Edge, where appropriate, and following established business rules.
- Supports Raiser's Edge reporting requirements for various teams, particularly around UNICEF campaigns, through independent means and with support from the Business Solutions Team and customized reports.
- Manages data pulls from Raiser's Edge for a variety of purposes including mailings, donor recognition, and donor cultivation, solicitation and stewardship needs, where necessary.
- Creates and assists in managing dashboards and other portfolio management tools for gift officers on the campaign, major donor, and corporate teams.
- Supports inter-team collaboration and participates in development, campaign, major donor, and corporate meetings, as required, as the donor and prospect management lead.
- Represents prospect management and research in defining system needs from and with the Business Solutions Team.
- Acts as the Raisers Edge subject matter expert on UNICEF prospect management best practices, with support from the Business Solutions Team.

*Data Integrity (20%)*

- Lead for the Development team to ensure Raiser's Edge data integrity as it relates to prospect and donor management, campaign achievements, and corporate, and major gifts teams.
- Fosters inter-team collaboration in implementing new data processes and creating solutions to data needs.
- Ensures development team staff have training and support on business rules for UNICEF's donor and prospect management in Raiser's Edge.



The ideal candidate will have:

- A university degree and/or college diploma in library studies, research or other related field.
- A minimum of three (3) plus years of relevant 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.
- Strong time management skills with the ability to multi-task and meet tight deadlines.
- French language skills particularly reading comprehension (an asset).

*Salary range: \$51,550 to \$56,000 per year.*

For consideration, please submit your resume and cover letter to [careers@unicef.ca](mailto:careers@unicef.ca) by **April 29, 2019**. Please attach your cover letter (including salary expectations) and resume as one document and reference "**Senior Officer, Donor & Prospect Management (maternity leave cover)**" 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 the 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.

