



## 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.

### Officer, Prospect Research

(Permanent; Full-time; based in Toronto)

Reporting to the Manager, Prospect Research, the Officer, Prospect Research plays a key role in supporting the building of the prospect pipeline, portfolio management and data administration needs of the Corporate and Major Donor teams. The Officer facilitates timely delivery of research requests and proactively supports effective portfolio management in order to assist relationship and partnership managers to achieve timely identification and solicitation of donors and volunteers.

The responsibilities of the position will include:

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

- Facilitates the timely delivery of research requests, such as profiles, bios and meeting briefs, for the Development team.
- Proactively identifies, researches and qualifies existing donors and prospects to support Major Gift and Corporate team goals through the implementation of the moves management process, connection mapping, review of external sources, and wealth screenings, and makes relevant recommendations on how to prioritize and/or move prospects forward.
- Coordinates submissions of corporate/major gift due diligence screenings for prospective partners and donors.
- Manages media monitoring of corporate, foundation, individual donors and prospects, using Google Alerts, Feedly and other tools.



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*Pipeline Development (20%)*

- Working with the Manager and across the development team, support the implementation of pipeline and development strategies, providing proactive input and project management.
- Support the development and tracking of the prospect pipeline for the major gift and corporate teams.
- Work with development team to build an understanding of their portfolios and prospective opportunities for funding in order to ensure a proactive approach to prospect identification.
- Working with platform and database contacts (ie. WealthX, iwave etc), to identify new opportunities to grow pipeline to help meet organizational goals.

*Portfolio Management (25%)*

- Ensures the timely entry of donor cultivation, solicitation, stewardship, recognition and event information in Raiser's Edge following established guidelines.
- Prepares lists and facilitates imports and global uploads into Raiser's Edge for events, actions, and other prospect acquisition lists by ensuring formatting, cleaning and content additions as required.
- Conduct bi-annual pool & pipeline reviews with relationship managers to ensure data accuracy.
- Maintains and updates research content and actions in Raiser's Edge.
- Supports inter-team collaboration to ensure appropriate prospect and moves management.

*Data Integrity (15%)*

- Support the identification and creation of necessary business rules and processes to support the effective tracking and management of the research pool and corporate and major donor portfolios.
- Monitor Raiser's Edge data through the use of queries, exports, and reports and flag errors with the Manager to ensure data coding accuracy in the database is maintained and that established guidelines are followed.
- Creates queries and produces exports in Raiser's Edge to pull accurate data for a variety of purposes including mailings, donor recognition, campaign reporting etc.
- Working with the Business Solutions team, identify and document processes to create greater efficiencies to monitor and manage ongoing data integrity.

The ideal candidate will have:

- Post secondary degree, diploma or equivalent work experience in business or library studies with a focus in fundraising research, or other applicable analytical disciplines.
- Ability to think analytically and problem solve or find new approaches to help meet goals.
- Minimum 2 to 3 years' relevant experience in fundraising, data administration or research.
- Able to work in a fast-paced environment, prioritize and multi-task, and work cross-functionally while being organized and detail-oriented, with strong follow through.



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- Superior verbal and written communications skills.
- Excellent computer skills (Microsoft Office, etc.).
- Demonstrated expertise utilizing Raiser's Edge and Raiser's Edge NXT and Research tools such as iWave and/or other relational fundraising databases.
- French language skills particularly reading comprehension (an asset).
- Demonstrated professionalism in handling highly sensitive and confidential information ethically and with discretion.

*Salary range: \$43,500 to \$51,000 per year.*

For consideration, please submit your resume and cover letter to [careers@unicef.ca](mailto:careers@unicef.ca) by **July 5, 2022**. Please attach your cover letter (including salary expectations) and resume as one document and reference "**Officer, Prospect Research**" 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 Safeguarding 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 diversity, equity, inclusion and accessibility. 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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