

## **CENTRE NATIONAL DES ARTS**

### **PROSPECT MANAGEMENT & RESEARCH SPECIALIST**

**Posted On:** December 22, 2023

**Closing On:** January 21, 2024



**Location:** Ottawa

**Effective:** ASAP

**Employment Type:** fulltime

**Level:** intermediate

**Salary Range:** \$ 71,700 - \$89,600

**Website:** <http://clients.njoyn.com/CL4/xweb/xweb.asp?clid=74526&page=jobdetails&jobid=J1223-0779&BRID=EX355009&SBDID=21463&LANG=1>

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#### **PROSPECT MANAGEMENT & RESEARCH SPECIALIST**

Competition number: J1223-0779

Department: Development

Status: Full-Time continuing

Hours: Monday to Friday, 9:00 a.m. to 5:00 p.m. (35 hours per week)

Annual/hourly salary: \$ 71,700 – \$89,600 (position with benefits and pension plan)

Closing date: Sunday, January 21, 2024

#### **About the National Arts Centre Foundation**

The National Arts Centre Foundation raises funds to support the National Arts Centre's work in performance, creation, and learning across Canada. Founded in 2000 as a separate legal entity, the National Arts Centre Foundation has raised over \$170 million to enrich the lives of Canadians through the performing arts and to champion our country's artists, students, and educators. The National Arts Centre Foundation is governed by a Board of Directors comprised of a diverse group of leaders from across the country who share a passion for the performing arts.

#### **Equity, Diversity, Inclusion, Anti-Racism and Accessibility**

We are on a journey, committed to ensuring that equity, diversity, inclusion, accessibility, anti-racism and reconciliation with Indigenous peoples will guide our actions.

The NAC welcomes applications from candidates who can help us meet our vision, and contribute to the diversity of lived experiences, perspectives, and approaches. When you join the NAC, you will be part of an inclusive community working hard to dismantle barriers to employees' well-being, access, potential, and success. The NAC actively seeks candidates who identify as women, Indigenous, Black, Persons of Colour (IBPoC), members of 2SLGBTQIA+ communities, and people with disabilities. We encourage you to self-identify in the recruitment process.

### **Key activities:**

The National Arts Centre (NAC) is seeking a dedicated and skilled Prospect Management & Research Specialist to join our dynamic Development team reporting to the Director, Philanthropy & Campaign. This role presents a unique opportunity for an individual passionate about the arts and committed to our mission.

As a subject matter and technical expert in this field, you will leverage your analytic, technological, and research skills to identify new potential major donors and support the NAC's overarching goals. This critical role requires the Prospect Management & Research Specialist to conduct biographical and financial research on donors. They collaborate closely with Senior leadership to develop new prospecting strategies and proactively identify potential major donors.

Additionally, they are responsible for supporting the growth of the volunteer pool by identifying potential volunteers for various positions.

The incumbent is responsible for analyzing and interpreting all research findings and to prepare concise prospect profiles and briefings. These high-level briefings are presented to the CEO of the Foundation, the President and CEO of the National Arts Centre, as well as all Campaign Cabinet members.

Some additional responsibilities are listed.

- Maintain up-to-date donor and prospect files, implementing methods for storing and retrieving data in a centralized database.
- Fulfill other research requests for employees and volunteers promptly.
- Conduct regular reviews and analyses of constituent information to assess annual or major giving potential, making recommendations for assignment, segmentation, and prioritization of prospects.
- Conduct in-depth biographical and financial research through various sources.
- Leverage data from internal CRM (Raiser's Edge/NXT) and external vendors to identify prospects for specific fundraising priorities, event invitations, and leadership roles.
- Prepare biographical synopses and philanthropic snapshots.
- Contribute to strategy and briefing materials for donor meetings
- Maintain, update, and analyze prospect information in the Raiser's Edge system.
- Initiate wealth and philanthropic evaluations on prospects, conducting data mining projects and vendor screenings to enhance prospect targeting and engagement strategies.
- Develop and maintain comprehensive reports and dashboards using business intelligence tools, tracking key metrics in prospect portfolios. Monitor progress against revenue and activity goals, providing actionable insights for strategic adjustments.
- Lead regular prospect review meetings, offering in-depth insights supported by robust data, and

maintain accurate and updated information on prospect status and actions in the database.

- Build and manage regional and initiative-based prospect portfolios for front-line fundraisers, incorporating data analytics to ensure strategic alignment and maximize fundraising potential.

**Required qualifications:**

- A university degree and/or a combination of four years of experience in a not-for-profit, with a specific focus on prospect research.
- Preference for candidates with a Master of Library and Information Science (MLIS) degree.
- Comprehensive understanding and experience in prospect research using various online information sources.
- Understanding of the Canadian business landscape, financials, and corporate annual reports.
- Practical experience in effectively reviewing data for reporting needs.
- Superior computer and data analysis skills within a CRM database (Raiser's Edge NXT preferred).
- Exceptional analytical and problem-solving skills, demonstrating attention to detail and accuracy.
- Ability to evaluate, interpret, and present complex information effectively in professionally prepared documents or presentations.
- Clear, concise, and professional communication skills, both orally and in writing.
- Ability to manage several projects simultaneously, prioritize and plan work activities, while meeting respective deadlines. Strong organizational and time-management skills.
- Tact in handling sensitive and confidential information appropriately and with discretion, following and promoting ethical guidelines for the collection and use of information.
- Fluency in French is an asset.

**Who can apply:**

Persons residing in Canada and Canadian citizens residing abroad. Preference will be given to Canadian citizens.

As part of NAC's interview process, in-person interviews may be required. Please ensure to have the most up-to-date information on your résumé including your current email address.

The National Arts Centre (NAC) is committed to inclusive employee recruitment and selection. The NAC welcomes and encourages applications from people with disabilities. If you require accommodation during the selection process, please inform us as soon as possible and we will make every effort to fulfill your accommodation request.

The successful candidate will be required to provide the original or a certified true copy of their education credentials as appropriate, along with proof of a valid Background Check as a condition of employment.

While we appreciate all applications, only those selected for an interview will be contacted by us.

**How to apply:**

Please submit your cover letter and résumé online through the "Career Opportunities" section of our website at <https://nac-cna.ca/en/careers>.

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