

## Prospect Research Officer



### Prospect Research Officer (Fundraising)

## Join our team to create a better tomorrow for all of us

Gaining a deeper understanding of our donors is essential. As our Prospect Research Officer (Fundraising), you will oversee our prospect research, building and supporting our relationships with prospective donors.

Are you:

- A skilled researcher with experience in fundraising and development, driven to always learn more?
- Passionate about building a deeper understanding of others?
- Experienced in maintaining and updating database records?
- Excited to work collaboratively with an incredible team for an amazing cause?

**This role is for you.**

“We want a team member that has an inquiring mind - someone who is motivated to dig deeper into relationships and connect dots, to guide our fundraising team to success. If you thrive on helping donors reach their full potential and have a flare for project management, then this is the right role for you!” – **Mike Bazuk**, Manager, Research and Prospect Management

## **POSITION SNAPSHOT**

**Position Type:** Full-time, permanent (37.5 hours per week)

**Number of vacancies:** 1

**Number of direct reports:** 0

**Annual Salary:** The salary range for this position is **\$62.2k-\$84k**, with a current hiring range of **\$62.2k-\$70.3k**

**Vacation:** 4 weeks per annum

**Experience:** Minimum of three (3) years of related experience in fundraising/development. Experience with comprehensive contact management systems such as Blackbaud (or related prospect management software) is preferred. Experience must include an understanding of prospect management/tracking, with prospect research experience desirable.

**Benefits:** Includes medical benefits (semi-private hospital, extended health care, vision care, dental care); life insurance; employee and family assistance program; defined benefits pension, and much more.

**Location:** Hybrid options available, with onsite work conducted in Ottawa, Ontario.

**Language:** English essential, French considered an asset.

**Deadline to Apply:** We will start reviewing applications on May 5 and will continue reviewing applications and conducting interviews on a rolling basis. We therefore encourage candidates to apply early.

**Questions?** Feel free to schedule a call with Kristen Shier, Human Resource Officer, at [TOHF-jobs@toh.ca](mailto:TOHF-jobs@toh.ca)

**Read on to learn more about us and the future you.**

## **OUR MISSION: THE CAMPAIGN TO CREATE TOMORROW**

The Ottawa Hospital Foundation has launched the historic \$500 million *Campaign to Create Tomorrow*, a multi-year campaign to support the construction of a new state-of-the-art hospital on Carling Avenue, as well as world-leading medical research. It's the largest ever fundraising campaign in our region's history, representing an ambitious vision for the future of healthcare.

“I came from the private sector and was lacking fulfillment. My job was focused on the bottom-line – to make money for a corporation. The Foundation was a welcome change. I connect with the cause, and my work actually matters.”- Natasha De Sousa, Development Officer

The *Campaign To Create Tomorrow* already has overwhelming community support. Our team of fundraisers have raised \$318m since launching the campaign 4 years ago, which includes some of the largest-ever donations in our city’s history.

**In this position, you will:**

- Conduct proactive and reactive biographical, financial and philanthropic research on potential prospects to prepare concise research profiles for staff and volunteer leadership.
- Qualify new prospects through research, screening tools, and philanthropic/financial analysis, leveraging screening data and internal insights to validate or refine prospect potential.
- Monitor philanthropic and constituent news, updating records accordingly and communicating news to assigned fundraisers.
- Maintain up-to-date prospect assignments, statuses, and opportunities in RE NXT.
- Support and monitor portfolio and pipeline health and flag stalled prospects or missing data.
- Prepare materials for pipeline and prospect review meetings with fundraisers, including pipeline reports and “time-in” status reports.
- Maintain, monitor, and ensure the continuing operation of the prospect management system at the direction of the Manager, Research and Prospect Management.
- Support data integrity in RE NXT by ensuring that coding in donor database is consistent with research outcomes and information gleaned while leveraging AI responsibly to uncover insights and streamline processes.
- Support information management, through maintaining centralized records for the Prospect Research function (e.g., tracking system for managing requests); supporting project management and KPI coding for the Philanthropy team; and ensuring policies and procedures are uniformly understood and adhered to within the Foundation.
- Proactively uses AI-enabled tools and emerging technologies to enhance donor research, identify opportunities, and inform fundraising strategies.
- Work collaboratively and strategically with all members of the Foundation staff, fundraising volunteers, physicians, and other Hospital personnel (where appropriate) to achieve goals.
- Develop a thorough understanding of the redevelopment, research, educational, clinical, and financial needs and goals for approved Hospital fundraising priorities.

## Knowledge, Skills, and Abilities

- Excellent computer skills and proficiency in analyzing data within a complex Relationship Management database. Preference will be given to candidates with database (Blackbaud Raiser's Edge/NXT) and Microsoft suite of products
- Strong working knowledge of word processing and advanced fluency in spreadsheet manipulation.
- Strong negotiation skills.
- Strong organizational and time management skills with the ability to self-motivate and handle multiple and competing projects.
- Experience coordinating projects from beginning to end with multiple collaborators or suppliers.
- Tact, diplomacy, and maturity in dealing with partners, including donors, volunteers, colleagues, and the general public, with exceptional interpersonal and relationship building skills.
- Team player with the ability to always maintain a positive attitude and strong "get-the-job-done" work ethic.
- Sound, independent judgment.
- Desire to develop more experience in fundraising and commitment to upgrading credentials and professional affiliations.
- Undergraduate degree or diploma in library sciences, liberal arts, information management, business, or a related field or an equivalent combination of education and experience.

## Operational requirements:

- Willingness and ability to work outside of regular business hours when needed.

## HOW TO APPLY

Please forward your resume and cover letter outlining your experience, salary expectations and why you think you would be a suitable candidate for this position to [TOHF-jobs@toh.ca](mailto:TOHF-jobs@toh.ca). Your application should be submitted in PDF format and should use the following title: **Firstname\_LastName\_Prospect Research Officer**

The Ottawa Hospital Foundation values diversity and embraces an organizational culture that is inclusive and free of bias and discrimination. The Foundation is committed to a board and staff that is comprised of talented and dedicated individuals with a diverse mix of expertise, experience, skills, and backgrounds.

The Foundation does not use AI to screen/review applicants.

We would like to thank all applicants in advance and advise them that only candidates selected for an interview will be contacted.