VGH & UBC Hospital Foundation is Vancouver Coastal Health's primary philanthropic partner, raising funds for specialized adult health services and research for all British Columbians. We partner with donors to drive innovation and sustainable health care at VGH & UBC Hospital, GF Strong Rehab Centre, Vancouver Coastal Health Research Institute and Vancouver Community Health Services. Further information about the Foundation is available at *www.vghfoundation.ca*.

Fundraising Analysis & Research provides strategic information, support and analysis of programs, activities, prospects and donors of the Philanthropy Division. The three specific functions of the team are Fundraising Analytics, Fund Analysis, and Prospect Research & Analysis.

The Fundraising Analysis & Research team provides senior management and fundraising staff with information, analysis and input to support high quality decision-making. It also provides input into the moves management and prospect tracking systems to monitor activities associated with ushering prospects and donors along the giving continuum and the prospect pipeline, including monitoring processes and procedures to ensure effective and efficient input, and output, of strategic business information.

Position Summary

The Prospect Research & Analysis Officer is responsible for supporting prospect identification and engagement through prospect research and analytics. Key outcomes include

1. research on current donors and prospects that will advance philanthropic conversations and objectives;
2. identification of new prospects that align with current fundraising priorities at a major gift level of $25,000 or more;
3. analysis of current donor pool to identify potential new assignments for major gifts and (re)assignment to annual leadership giving (Partners in Care) or bequest/planned giving potential

This position ensures that accurate and detailed donor information is collected and maintained in the donor database, initiating a data analytics program focused on proactively identifying new major gift prospects from within our database as well as from outside channels, and providing prospect research to fundraisers. The successful candidate will also provide senior management and Major Gifts staff with information, analysis and input to support high quality decision-making. The Prospect Research & Analysis Officer provides input into the moves management and prospect tracking systems, and ensures that related processes and procedures are followed. The Prospect Research & Analysis Officer regularly collaborates and communicates with fundraising staff on strategy and metrics to monitor the effectiveness of the approaches required to expand and renew the base of donors and senior volunteers.

Roles and Responsibilities

This position will conceptualize and execute proactive prospecting methodologies to identify new prospects and support fundraising goals (e.g. develop data analytics segmentation, electronic database screening, upgrade reports, etc). Applies a sophisticated understanding of wealth indicators and philanthropic inclination to qualify prospects and determine capacity ratings. Keeps abreast of media and other sources to uncover timely information and communicate it to Foundation staff. Prepares written profiles, event attendee bios, and qualification lists to support the cultivation and solicitation of prospects. Leads research projects on individuals, organizations, and topics of importance to the Foundation. Uses own initiative and creativity to identify areas for research, develop new research methods, and extend the benefits of research outcomes. Maintains a formal 'moves management' system for the Foundation's prospect pool, and implements new policies and processes where necessary. May work with and manage outside contracted research services.

Qualifications and Experience

- Minimum 3 years' experience in a research role with preference given to experience in a not-for-profit environment as a prospect researcher
- University degree or equivalent diploma, ideally in business information, information management or library science.
- Demonstrated proficiency with research methodologies including advanced web searching, relationship mapping, and data mining.
- Strong analytical ability required in order to interpret data needs, perform analysis, create data solutions and follow-through in a timely manner.
- In-depth understanding of key information sources including securities' filings, property records, corporate and news databases, social media platforms etc,.
- Thorough knowledge of fundraising, the donor lifecycle, and donor engagement activities.
- Strong analytical skills. Ability to analyze and interpret complex business and financial data, identify trends, make connections, and interpret patterns.
- Advanced skills in databases, querying and Microsoft Excel is strongly preferred. Ability to synthesize large amounts of data and generate reports independently.
- Superior understanding of data integrity, database concepts, and business processes related to the acquisition and capture of information into the Foundation's database.
- Ability to develop new policies, processes and templates when required.
- Ability to handle sensitive and confidential information appropriately and with discretion.
- Exceptional organizational skills and ability to manage a diverse range of assignments and projects with high efficiency, attention to detail, and follow through. Highly accountable for achieving results. Often working under deadline.
- Understanding of privacy and access to information legislation and commitment to ethical fundraising and research practices.
- Excellent written and verbal communications skills. Good presentation and training skills and ability to communicate complex information to experts and non-experts.
- Ability to work independently and as part of a team to contribute to shared objectives.
- Comprehensive knowledge MS Office is a necessity, and Raiser's Edge (Blackbaud) is an asset.

Start date: Immediate.

TO APPLY

If you possess the qualifications and experience indicated, please email your resume and cover letter, with "Prospect Research & Analysis Officer" in the subject line, by **February 23, 2018** to:

Corina Somerville   **(email: hr@vghfoundation.ca)**
VGH & UBC Hospital Foundation
190-855 West 12th Avenue
Vancouver, BC V5Z 1M9