

Who are we?

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 vghfoundation.ca.

What's the opportunity?

Reporting to the Associate Director, Fundraising Analysis and Research, the Prospect Research Coordinator undertakes all aspects of the Foundation's prospect research function including conducting specialized research, analyzing and synthesizing this complex information to create written profiles and reports on current donors and prospects that will advance philanthropic conversations. The Coordinator also identifies new prospects either from external sources or by analyzing existing donors in our database that align with current fundraising priorities to build robust campaign pipelines, and ensuring that accurate and detailed donor information is collected and maintained in the donor database.

The Prospect Research Coordinator compiles and analyzes detailed biographical, complex financial, and other publicly available information on individuals and organizations to determine prospects' giving capacity, relationships with the Vancouver Coastal Health sites and philanthropic interests.

The Coordinator is responsible for preparing written profiles and reports for Philanthropy staff, Leadership, and senior volunteers to support the solicitation of major donors, event attendees etc, guided by established policies, procedures and standards, recognizing when exceptions can and should be made and escalating issues that fall outside the policies. They seek opportunities to improve research-related processes, create efficiencies, and improve the quality of service provided to stakeholders.

Other duties and responsibilities include: conducting quality assurance checks to ensure completeness and accuracy of information contained in the database; recommending strategies for quality control of data; and regularly running database queries and reports to identify new prospects or analyze donors for active campaigns.

The Coordinator acts as a resource to colleagues on matters relating to prospect management by providing functional guidance on prospect research.

What do you bring?

- Experience completing in-depth research projects and associated written reports or documentation.
- Experience with non-profit research and profile creation is an asset.
- Ability to identify and resolve issues independently and to know when to escalate.
- Excellent computer skills: Microsoft Office. Working knowledge of donor database systems (Raiser's Edge and Salesforce) is an asset.
- Ability to carry out research using a range of methods and tools, understanding which to use and what value they bring, including business directories, online databases, and internet resources and programs.
- Ability to function efficiently in a fast-paced, rapidly changing environment.
- Strong interpersonal skills and collaborative working style.
- Good written and verbal communication skills.
- Analytical skills with strong attention to detail.
- Multi-tasking, demonstrated organizational and time management skills, and proven ability to meet deadlines.

What do we offer?

This is a full-time, permanent position, with the possibility of extension. The successful person can expect a competitive base starting salary between \$47,663 and \$54,473, depending on experience. Additional variable pay, flexible working arrangements, investment in professional development and subsidized access to fitness, cycling and parking facilities all contribute to a top-notch total rewards package.

To apply

If you possess the qualifications and experience indicated, please email your resume and cover letter in a single pdf file, with “[Your Name], Prospect Research Coordinator” in the file name and email subject line, to hr@vghfoundation.ca by 9:00 am on August 31st.