

Who We Are

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.

The Research team is responsible for planning and delivery of prospect research activities to identify, assess and qualify, by research, prospective donors and other supporters to support strategic goals of the Foundation, in alignment with the Foundation's fundraising priorities, as well as providing accurate and salient information on the market and current and prospective donors and supporters.

About The Role

The Prospect Research and Analysis Officer is responsible for delivering a range of varied and moderately complex activities aimed at prospect identification and donor engagement through research and data analytics.

This is a 12-month contract role

Key Responsibilities

- Conducts prospect research and analysis activities to identify, assess and qualify, by research, prospective donors to support revenue-generating goals of the Foundation, in alignment with the Foundation's fundraising priorities
- Conducts research, information-gathering and analysis on current donors, prospects, prospective board members, as well as industry, business, market and financial news and trends that will advance philanthropic conversations and objectives, including related to the campaigns approach
- Proposes and implements approaches on most effective way to disseminate collected information to internal fundraising partners, in a way that maximizes the usefulness of the information and research
- Consults and collaborates with internal partners to design and deliver moves management and prospect assignment, dis/qualification and tracking systems to monitor information and activities along the donor lifecycle and the prospect pipeline, and for ensuring that related processes and procedures are followed
- Undertakes specialized research projects as required, including environmental scans and trend research
- Researches, analyzes, and collaboratively designs and delivers business solutions, including processes, procedures, training materials and technology-assisted solutions, to ensure availability and timely recording of high-quality donor and prospect data, and continuous improvement of research-related processes and procedures
- Working collaboratively with Information Systems, revenue-generating departments, and other colleagues across the Foundation, and participating in information management and data governance processes to develop data storage standards, best practices for relevant data and ensure availability and high quality of prospect data
- Developing prospect capacity rating methodology customized to organization needs and resources; training staff on how to understand and use research capacity ratings for prospect prioritization

What You Offer

- Undergraduate university degree and professional designation (or membership in a relevant professional body) or post graduate studies/degree and professional experience in a research role in library science, sociology, psychology or related fields in social sciences, with preference to experience in a non-for-profit environment as a prospect researcher
- Holds general knowledge in prospect research, regularly updating job knowledge, participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional association activities
- Participates in professional organizations and keeps abreast of current and state-of-the-art trends in fundraising and related operations and assists in the implementation of emerging opportunities
- Excellent analytical skills and ability to interpret, analyze and synthesize data
- Strong problem-solving skills
- Ability to handle sensitive and confidential information appropriately and with discretion
- Ability to take on innovative, collaborative, and creative approaches to new challenges

What We Offer

This is a full-time temporary position. The successful candidate can expect a starting salary between **\$72,430** and **\$82,307**, depending on factors such as skills, experience, and internal equity. Once hired, salary is reviewed annually and successful employees have the opportunity for their salary to increase over time up to the maximum of the pay band, currently **\$93,007**.

Additional variable pay, benefits, 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

Please submit your application to Human Resources at careers@vghfoundation.ca by **Sunday July 27, 2025**.

We welcome applications from anyone who is eligible to work in BC and fully vaccinated against COVID-19. We encourage applications from Indigenous people, people with disabilities, BIPOC and racialized individuals, people of minority sexual orientation or gender identity, and others who may contribute to the Foundation's organizational diversity and who share the Foundation's values.