VGH+ Prospect Research Analyst

JOB POSTING



VGHFOUNDATION.CA

VGH+ UBC hospital foundation



As Vancouver Coastal Health's primary philanthropic partner, VGH & UBC Hospital Foundation raises essential funds for VGH, UBC Hospital, Vancouver Coastal Health Research Institute, G.F. Strong Rehabilitation Centre and Vancouver Community Health Services. Donations fund groundbreaking research, world-class health care teams and life-saving treatments for the most complex cases across the province.

VISION

Healthier lives for healthier communities in BC.

MISSION

We create and inspire a community of donors to catalyze health care innovation in BC.

VALUES

Bold

We embrace courage, creativity and forward-thinking, and are catalysts for breakthroughs, positive change and innovation.

Integrity

We are steadfast in our commitment to honesty, trust, maximum impact and stewardship, and operate with purpose and transparency.

Community

We are committed to people and communities, fostering relationships, collaboration and partnerships.

OUR BENEFICIARIES

+Vancouver General Hospital +UBC Hospital +Vancouver Coastal Health Research Institute
+G.F. Strong Rehabilitation Centre +Vancouver Community Health Services

WHY VGH & UBC HOSPITAL FOUNDATION?

2026 BC's Top Employers



+FLEXIBLE WORKING HOURS

Enjoy flexible start and finish times, and compressed summer schedules.



+GENEROUS LEAVE

Benefit from 4 weeks of vacation, 5 personal leave days, and a '9-day fortnight' program.

+PENSION PLAN

Enroll in the Municipal Pension Plan for long-term financial security.



+COMPREHENSIVE BENEFITS

Access health, dental, and extended health benefits, life insurance + more.



+INCLUSIVE CULTURE

Join a diverse and inclusive workplace committed to equity and continuous improvement.



+DEVELOPMENT OPPORTUNITIES

Grow your career with our promotion from within policy and learning resources.



VGH UBC hospital foundation

VGH+

Prospect Research Analyst

The Role

As a trusted research and analytics expert, the Prospect Research Analyst delivers donor intelligence and strategic insights that support fundraising success across the Foundation. The position performs prospect research, donor analysis, and briefing preparation, while contributing to pipeline development and data-informed decision-making that drives donor engagement and growth.

Key Responsibilities

- Conducts research on individuals, corporations, foundations and other current and prospective donors using a variety of methodologies and analysis.
- Assesses giving capacity by identifying and evaluating donor giving history, interests, wealth markers, affiliations and connections
- Performs relationship mapping to identify connections between donors, volunteers and fundraising partners
- Documents, synthesizes and communicates research findings and data into clear, concise and actionable intelligence that supports fundraising strategy and decision-making – i.e. prospect profiles, briefing materials, biographies and other research products
- Ensures the completeness, accuracy and currency of research data in the CRM
- Monitors media for relevant donor, fundraising, business, market, and financial news
- Trains new staff on prospect research services and maintains training materials and program documentation
- Supports donor pipeline development through prospect identification, qualification, and participation in prospect management discussions and strategy meetings.
- With an eye to continuous quality improvement, participates in the design and delivery of prospect research business solutions, including the development of processes, procedures, training materials and technology-assisted methodologies
- Remains informed and up to date on current prospect research methodologies and tools and recommends practical applications to enhance program services.
- Works collaboratively with the CRM and BI teams to design and deliver data-driven, analytics-assisted approaches to prospect identification.
- Conceptualizes and delivers research projects of moderate scope, analyzes and interprets results, and communicates finding and recommendations using formats best suited to the relevant audience, including presentations, written reports, and data visualizations
- Provides specialized advice and guidance to support complex fundraising approaches, strategies, and proposals that drive decisions and actions
- Identifies and resolves data quality issues encountered during prospect research and analysis, ensuring donor information is as complete, accurate and current as possible.

What You Offer

- Degree in library and information science, sociology, psychology, or a related social science field, along with experience in prospect research and analytics. Experience conducting prospect research in a fundraising environment is preferred.
- Experience conducting complex research and synthesizing information from multiple sources.
- Strong analytical skills and demonstrated comfort working with quantitative information and data sets.
- Excellent Microsoft Excel skills and experience organizing, analyzing and interpreting data.
- Previous experience working with Sales Force or comparable CRM
- Experience developing CRM dashboards and reports is an asset
- Experience working with Power BI, Tableau or other business-intelligence/data-visualization platforms
- The ideal candidate will demonstrate an interest in, or aptitude for, analytics, predictive modelling and a willingness to develop these capabilities as part of the role.
- Knowledge of fundraising principles and trends is an asset.
- Strong problem-solving skills
- Exceptional attention to detail and data accuracy
- Strong verbal and written communication skills and a comfort with presenting data to individuals and small groups
- Ability to handle sensitive and confidential information appropriately and with discretion
- Ability to take on innovative, collaborative, and creative approaches to new challenges
- Current member in good standing or willingness to join APRA.

What We Offer

The successful candidate can expect a starting salary between **$66,900** and **$83,600**, depending on factors such as skills, experience, and internal equity.

Additional variable pay (merit/bonus), defined benefit pension plan, extended health and dental benefits for you and your partner/children, flexible working arrangements, four weeks' paid vacation, investment in professional development and subsidized access to transit, fitness, cycling and parking facilities all contribute to a top-notch total rewards package.

To Apply

Please send your application to Human Resources via email at **careers@vghfoundation.ca.**

We welcome applications from anyone who is eligible to work in BC. 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.