



Job posting

Prospect Development Analyst

Helping to give all kids the best chance to live a long and healthy life — that's what we do at the Stollery Children's Hospital Foundation. Is that what you want to do, too?

The position

We are looking for a Prospect Development Analyst who will be responsible for generating strategic donor insights to guide the cultivation of impactful philanthropic relationships. In this role, you will create and maintain a dynamic knowledge base of key stakeholders and target markets, leveraging data mining, environmental scanning, and media analysis to identify strategic opportunities for support. You will also play a pivotal role in managing the Foundation's relationship pipeline and ensuring efficient relationship management processes.

Everything we do is for Stollery kids and their families. As a member of our team, you'll work in a trust-based, collaborative culture, with solution-focused team members who encourage ideas, take initiative, embrace change and celebrate successes.

The Stollery Children's Hospital Foundation (the Foundation) is strongly committed to an inclusive, respectful and equitable workplace that represents the communities we serve. We value applicants with a diverse range of skills, experiences and competencies, and especially welcome applications from racialized persons/persons of colour, Indigenous Peoples, persons living with disabilities, 2SLGBTQIA+ persons and others who may contribute to the further diversification of ideas.

Key responsibilities

Reporting to the Vice President, Philanthropy, you will:

Prospect Research

- Collect information, interpret, analyze, assess, evaluate, and synthesize data into coherent and accurate reports to support planning and decision-making by the Philanthropy Team
- Perform in-depth target market environmental scanning and trend research, focusing on priority industries, communities, and geographic regions
 - Conceptualize, develop and implement proactive prospecting methodologies to identify potential major gift donors
- Analyze industry, business, and financial news targeted to Foundation donor engagement priorities
- Provide research support for key Foundation initiatives and projects including campaign prospecting, targeted event attendee research, Board and Committee nominee biographies, etc
- Undertake specialized research projects as required (philanthropic trends, genealogy, sponsorship, volunteer peer screening projects, etc.)

Prospect Management

- Undertake ongoing prospect development analysis as part of the team's overall mandate to build a prospect base sufficient in size and yield to support long-term Foundation goals
- Lead projects to identify potential significant individual and corporate donors and senior volunteers



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- Provide leadership in data integrity & knowledge management on key stakeholder data storage; work with Foundation colleagues to ensure consistency and currency of prospect tracking data
- Participate in the maintenance and enhancement of the pipeline forecasting, account assignment, and portfolio management processes, and in delivering related training

Leadership:

- Represent the Foundation's values and be an example for others
- Actively promote, participate in and be an ambassador of the Foundation's fundraising activities and events to build relationships and further the work of the Foundation
- Keep current on fundraising and data privacy best practices and environmental trends

As our ideal candidate, you're someone who is:

- Educated, ideally with related post-secondary education (ie library science, data analysis) or a combination of equivalent skills and experience
- Experienced with a minimum of five (5) years in data quality management, and/or a relevant field, and proficient with donor management systems, particularly Raiser's Edge
- Knowledgeable in data governance principles, data research tools and techniques, and relevant data privacy and compliance regulations
- Skilled, displaying excellent computer skills with proficiency in Microsoft Office
- Able to thrive in a dynamic, deadline-driven environment while managing multiple projects at once
- Positive and analytical with a solution-focused attitude
- Detail-oriented with a strong commitment to high-quality results
- Highly disciplined with proven organizational, problem-solving, and time management skills, with the ability to meet deadlines, and the capacity to translate plans into action
- Able to work evenings, weekends, and travel as required to achieve goals

Additional information

- Our successful applicant will be required to undergo a background and credit check
- Our successful applicant will be required to maintain a valid class 5 driver's license and have access to a properly insured vehicle

The salary range for this position is \$81,000 – \$91,000 annually.

If this position describes you and you're motivated to make a difference in the lives of children, we invite you to submit your cover letter and resumé. This position will remain open until January 29, 2025 or until we find a qualified candidate who's a great addition to our vibrant culture.

To apply, please email: jobs@StolleryKids.com

**** Enter "Prospect Development Analyst" in the subject line.**