

## **Job Description: Manager, Prospect Research**

Do you see yourself in an organization which plays a key role in caring for generations of families? Do you thrive in a setting where strategy, research, problem solving and team work frame your day to day activities? Are you a 'roll-up-your-sleeves-and-get-it-done' type of person whose work ultimately drives the success of an entire organization? Do you want to work on team who makes a difference to the lives of over half a million Torontonians?

**If you said yes to these, then North York General Foundation wants you.**

### **About North York General Foundation**

Constantly redefining what it means to be a 'community hospital', North York General is a multi-site acute, ambulatory and long term care network for our diverse community, an incubator for applied research, an innovation spring board in the health care landscape and destination for philanthropy. At North York General Foundation, our team of creative and dedicated professionals support raising and stewarding funds for our incredible Hospital. Building on the success of our \$180 M 'Campaign for North York General', we are driving towards the future, planning and investing in programs and infrastructure that will transform how our Hospital delivers exceptional care to our growing community.

### **The Position**

Reporting to the Vice President, Philanthropy and Strategy, you will play a key role as part of our dynamic and expanding team. The Manager will provide strategic and informed counsel to the Philanthropy Team, remaining on the front line of information sourcing, management, analyzing, investigating, interpreting and communicating complex information in support of our campaign and fundraising goals for the Hospital's priority needs. You will work closely with the Philanthropy Team to grow the Foundation's fundraising programs and will have the opportunity to grow the research office and its capacity.

Responsibilities include but are not limited to:

- Develop and execute an annual prospect research plan which supports the current and future Foundation/Hospital goals and financial targets
- Identify and qualify corporate and individual prospects and recommend strategies for increasing donor involvement using data mining, constituent screening and segmentation, as well as available biographical, organizational and financial information
- Rate donors and prospects in terms of inclination and capacity to support cultivation and solicitation strategies
- Lead the prospect clearance process to support the Philanthropy Team
- Support the Foundation Board of Governors and committees through researching/identifying potential volunteers and/or potential event sponsors

- Monitor and communicate news, events and issues that impact the health care landscape in Ontario, the Hospital, the Foundation's fundraising strategies and the philanthropic environment
- Review existing templates for profiles, briefing notes, biographies, project summaries, etc. and make recommendation on style and content appropriate to specific audiences
- Keeps informed on Prospect Research-related trends and tools by attending webinars, conferences and training sessions and monitor relevant news and internal communications
- Coordinate and track Philanthropy Team progress through regular monthly moves management meetings, identifying areas for attention and assisting in accountability reporting (if applicable)
- Mentor and manage one direct report
- Provide training seminars to staff on industry best practices

#### **Qualification**

- Bachelor's Degree or equivalent
- Masters in Library Science an asset

#### **Experience and Skills**

- Minimum 5+ years of progressive experience in a hospital or university setting
- Broad background in proactive prospecting and screening methodologies
- Proficiency in the collection, analysis, interpretation and evaluation of information, combined with highly developed communication and presentation skills
- Superior experience with Raiser Edge including creating reports and queries
- Clear understanding of fundraising cycle with demonstrated capacity to create and maintain tools that accurately reflect, monitor and interpret the activity of the prospect pipeline
- Excellent computer skills
- Excellent writing skills
- Ability to work collaboratively or independently with all levels
- Ability to work under pressure, handle competing deadlines, and respond promptly to a variety of requests
- Highly developed organizational skills with eye for detail and exceptional follow-through
- Experience with maintaining information management systems, and creating policies and procedures

We offer a comprehensive compensation/benefits package, a professional working environment, and an opportunity to grow with an organization that is the employer of choice in the not-for-profit sector.



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To apply for this role please forward your CV and Cover Letter to [FoundationCareers@nygh.on.ca](mailto:FoundationCareers@nygh.on.ca) by September 11<sup>th</sup> at 4 pm. Please reference "Manager, Prospect Research" in the subject line.