



Keeping families close™

Prospect Researcher (2 year contract)

We're growing! We are seeking enthusiastic and passionate individuals to join our team as we prepare to build a new Ronald McDonald House in Halifax.

The Organization

Ronald McDonald House Charities® Atlantic (RMHC Atlantic) helps families with sick children stay together and near the medical care they need. Our programs include Ronald McDonald House® in Halifax, a “home-away-from-home” for out of town families with sick children, and Ronald McDonald Family Rooms® in Halifax and Moncton, an oasis of calm and support inside the hospital. Last year alone, we served more than 2,200 families from across the Maritimes through our House and Family Room programs. For more information, visit rmhatlantic.ca

Position Summary

We are seeking a Prospect Researcher to join our growing team. You will be responsible for researching and assisting with major gift fundraising. You will prepare briefs to help the Development team better understand prospective donors' motivations for philanthropy and you will assist in developing solicitation strategies. This is a full-time, 2-year contract that reports to the Director of Development.

Key Contributions

1. Develop and implement proactive prospecting methodologies to identify potential major gift donors for project-specific fundraising initiatives and general prospect portfolios.
2. Provide concise, but thorough, prospect research reports using a broad spectrum of sources and exercise judgement in selecting information to include based on reliability of source, client needs and project scope.
3. Identify existing and potential connections with individuals, foundations and corporations, advise staff of the relevance of these connections and the reach of these circles of influence.
4. Identify and analyze financial and wealth indicators, including stock, real estate and other assets to determine overall financial capacity and solicitation potential.
5. Identify opportunities to advance relationships with prospects and donors through regular media monitoring and communication to staff of relevant local, national and international news.
6. Develop prospect tracking systems to record, monitor and integrate all aspects of research information into Raiser's Edge.
7. Stay informed of data protection legislation both nationally and internationally and ensure all legal privacy requirements and ethical research standards are upheld. Ensure that discretion is used during the collecting, documenting, disseminating and managing of information.



Ronald McDonald
House Charities®
Atlantic

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Skills and Experience

- Expertise in prospect management and prospect tracking principles and methods.
- Demonstrated ability to think strategically and to synthesize large amounts of complex data efficiently and effectively, and to communicate that information appropriately.
- Superior written, oral and interpersonal communication skills.
- Ability to adapt and respond to changing priorities under tight timelines.
- Strong administration and computer skills (Word, Excel, PowerPoint, Raiser's Edge).
- Meticulous attention to detail.
- Champion of best practices in prospect development and research as well as the Code of Ethics of the Association of Professional Researchers for Advancement.

Qualifications

- Two years of related experience in a non-profit fundraising environment
- Successful completion of a University degree in a relevant field
- A current Criminal Record Check and Child Abuse Registry are conditions of employment

Why work for Ronald McDonald House?

- Positive, rewarding team environment
- Annual personal development opportunities
- Potential to grow, professionally and personally

If you are interested and qualified, we invite you to submit a letter of introduction and resume to Lori Barker (lori@rmhcatlantic.ca). All responses will be handled with strict confidence.

We thank all applicants for their interest; however, only those candidates who have been selected for an interview will be contacted.