



Prospect Research Officer (BSD 41219)
Advancement Services

Location: London

Employment Group: Support

Hours: 35 hours per week. Monday to Friday 8:30 a.m. to 4:30 p.m.

Pay Details: \$35.06 per hour

Closing Date: Open Until Filled

Working at Fanshawe College

Fanshawe College is committed to the principles of hybrid work and may offer this option to employees whose work can be performed in an alternate location, without adverse impact to the operations of the College, inclusive of our Student and Staff experience. Confirmation of hybrid work options available to you will be clarified upon hire and may be subject to change based on the duties required of your position. Successful candidates will be required to perform work within Ontario and must be available to work on campus, as required.

Note: This is a full-time temporary Support position until August 30, 2024 (35 hours per week).

Duties: Reporting to the Manager, Advancement Services, the Prospect Research Officer provides strategic, donor-centered information and informed assessments on a pool of individual, corporate and foundation prospects. This data is used to prioritize and focus the fundraising efforts of the team which includes senior leaders, Alumni staff and Development Officers.

The incumbent is responsible for gathering competitive information and identifying potential opportunities and challenges in government funding, private foundations and corporate community/corporate foundations, and applying for qualified grants in-line with the College's strategic priorities. The research and analysis provided by the Prospect Research Officer supports the development cycle by identifying financial capacity, assets, philanthropic interests, influencing relationships, and preferred communication strategies. The Prospect Research Officer provides information to identify suspects and prospects and to strategically move a prospect through the development cycle to the successful solicitation of a gift.

QUALIFICATIONS

- Post-secondary 4-year degree in Business, Economics or a related field involving research, data gathering and analysis
- Master of Library and Information Sciences or related discipline is preferred
- Minimum 3 years' experience in primary and secondary research, including experience with fundraising databases, along with experience in the following areas: information management, database analysis, and implementing and analyzing data from relational databases
- An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
- Experience developing research strategies, conducting research and documenting results in research reports is required

- Experience conducting statistical analysis such as correlation, trend setting and forecasting and present results using database software is required
- Experience working in a Fundraising environment required
- Experience with Blackbaud Raisers' Edge and/or similar fundraising software required
- Completion of a relevant fundraising software certification preferred

While transcripts are not required for the interview, they are mandatory prior to any offer of employment.

How to Apply:

For more information and how to apply, please visit the Fanshawe College website at: <https://jobs.fanshawec.ca/>

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

Fanshawe College is an equal opportunity employer. We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.

Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.