



JOIN OUR TEAM. UNLEASH YOUR FULL POTENTIAL. DEFY NORMAL.

PROSPECT RESEARCHER

Organization:	Plan International Canada
Reports to:	Director, Corporate Partnerships
Location:	Toronto (Mount Pleasant & Eglinton)
Status:	Permanent, Full-time

About You

Are you passionate about equal rights for all children and equality for girls? Can you see yourself being an integral member of a team that works towards transforming lives in developing countries? Are you confident you can use your expertise to connect fundraisers to key funding opportunities that will drive a \$100 million philanthropy campaign?

Are you an experienced researcher, passionate about identifying connections to individuals and organizations that are dedicated to changing the world? Do you thrive in a fast-paced environment? Have you had success in bringing forward prospects that resulted in new donations and partnerships? Are you a trusted colleague with a collaborative working style and an ability to engage with diverse internal stakeholders, adding value to organizational excellence and encouraging creative problem solving?

The Position

As a collaborative- member of the Philanthropy team, the Prospect Researcher plays an integral role in ensuring the success of Plan International Canada's fundraising activities as we move into a high growth \$100 million campaign. The Philanthropy team is responsible for fundraising for Plan International Canada's core programming activities, with a focus on securing major donations from individual donors, corporate donors, and foundations across Canada.

Reporting to the Director, the Prospect Researcher will identify, research, develop and track individual, corporate and foundation prospects that have the capacity, affinity and inclination to donate to the organization. This includes analyzing and disseminating collected information to assess potential donors, composing profiles, and developing prospect plans.

We are looking for a candidate that can bring a strategic approach to prospect research; someone who is able to align prospects with priority funding opportunities and identify connections that will help open doors to those prospects. Our successful candidate will be experienced in MS Office applications, especially Word and Excel, a CRM database and

prospect research software/databases. Resourcefulness, curiosity, creativity, tenacity, organization and adaptability are critical factors for success.

What does success look like?

- Lead the overall coordination of prospect research for the Philanthropy team, including the CEO, to support the development of complex gifts to help reach a \$100 million campaign target over the next 4 years
- Create prospect and donor profiles, biographies and briefing documents
- Conduct ongoing internal and external research to identify new prospects
- Compile, analyze and interpret data on prospects and donors
- Ability to be nimble and re-prioritize with the ability to anticipate changing priorities
- Prepare strategic briefings to support events
- Identify individuals, corporations and foundations appropriate for targeted cultivation and wider engagement
- Manage external online research tool vendors and ensure organizational efficiency related to associated costs
- Maintain and update donor and prospect profiles and records in database
- Research organization's priority projects; staying up-to-date on funding priorities, progress and country contexts

As our ideal candidate you will have:

- Proven experience in research in a non-profit or corporate environment
- Ability to maintain accurate, timely, complete documentation, files and online records
- Superior research, organizational and fact checking skills
- A propensity for innovation in finding information in new ways
- Excellent written and verbal communication and project management skills
- Demonstrated analytical and problem-solving skills are essential
- The ability to analyze financial disclosure documents for the purposes of wealth assessment
- Ability to multi-task in fast-paced environment and to work independently
- Superior follow-through with a positive "can do" attitude
- Business acumen and the ability to influence others by fostering strong business relationships
- A flexible and adaptable work style; open to collaboration with strong personalities and professionals
- A passion for mission driven work and personal values aligned with those of Plan International Canada's organizational values

Why a career with Plan International Canada?

Are you ready for an opportunity to join one of the largest not for profit organizations in the world? Are you excited about playing an important role in positively impacting the future of millions of children and families globally?

Plan International Canada is a member of a global organization dedicated to advancing children's rights and equality for girls. We are calling on all Canadians to Defy Normal: to take a stand

anywhere children are oppressed, exploited or left behind and girls aren't equally valued. Together, we can create a world where all unleash their full potential.

We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. We have been building powerful partnerships for children for over 80 years and are active in more than 70 countries.

Our unique culture fosters a supportive, flexible workplace where employees are encouraged to bring their whole selves to work. Join our high performing, diverse team and change your career...positively impact the world! Further information can be found at: plancanada.ca.

How to apply:

To express interest in this exciting opportunity to join a dynamic organization and a high performing team please forward your CV and covering letter, outlining your skills, experience and salary expectations to gethired@plancanada.ca by **May 19, 2019**. Please reference **Prospect Researcher** in the subject line.

Plan International Canada is an inclusive workplace, and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.

Consistent with our Safeguarding Policy the successful candidate must receive clearance by a police background check, including the vulnerable sector screen.

Applicants must be eligible to work in Canada for the duration of the work term. Proof of eligibility will be required.

Plan International Canada sincerely thanks all applicants for their expressed interest in this opportunity however only those selected for an interview will be contacted. No phone calls please.

Thank you for your interest in a career at Plan International Canada!