



Big Brothers Big Sisters

OF VICTORIA CAPITAL REGION

Philanthropic Prospect Researcher

Job Description

Posted February 2023

ABOUT THE AGENCY

Big Brothers Big Sisters of Victoria Capital Region (BBBSV) is a not-for-profit, charitable organization whose mission is to enable life-changing mentoring relationships to ignite the power and potential of young people. Many children and youth in Canada struggle with societal barriers and face adversities such as detrimental living conditions, family violence, risk factors for mental health, school issues, and identity challenges. With the guidance and support of a mentor, these risks can be reduced or even avoided, and youth are reminded that they can be anything they dream of being. The mandate of the organization is to make a difference in the lives of children by promoting their self-esteem, expanding their opportunities, and providing them guidance and support through long-term, one-on-one relationships with caring adult or teen volunteers. We work with more than 450 children annually, offering seven different programs across southern Vancouver Island. The agency is funded by grants, donations, fundraising events and Island Treasurers, the social enterprise, to meet the priorities of the agency.

The team at BBBSV is passionate about making a difference, applying their diverse experiences and skills to support our community's most vulnerable young people. We strive to share our values of welcoming, learning and sharing with our staff, co-op/practicum students, and volunteers.

BBBSV is committed to sustaining an environment where representation matters, diversity is celebrated and people of every race, religion, culture, gender and sexual orientation are welcomed. At BBBSV, we acknowledge and honour the diversity of people, cultures, traditions and experiences, and we recognize and uphold the right of all individuals to respect, dignity, fairness, caring, equality, self-esteem and inclusion.

BBBSV is a human-centered brand and values its employees. We offer a competitive salary, benefits, and vacation package. BBBSV is committed to principles of anti-oppression and employment equity. We strongly encourage members of Indigenous, ethno-racial, LGBTQ+, Francophone, immigrant, refugee, differently-abled, and other equity-seeking groups to apply and self-identify.

We are committed to ensuring that reasonable accommodations are made available to persons with disabilities during the recruitment cycle and will provide reasonable accommodations upon request.

Big Brothers Big Sisters of Victoria Capital Region recognizes and respects the Ləkʷəŋən (Esquimalt and Songhees), Pacheedaht, Scia'new, T'Sou-ke and W̱SÁNEĆ (Malahat, Pauquachin, Tsartlip, Tsawout, Tseycum) people, whose traditional territories we live, work and play upon each day.

230 Bay Street, Victoria, BC, V9A 3K5 **Phone:** (250) 475-1117 **Email:** main.victoria@bigbrothersbigsisters.ca

<https://victoria.bigbrothersbigsisters.ca/> @bbbsvictoria charity registration #106793540RR001



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THE POSITION

Reporting directly to the Director of Development, the Prospect Researcher is responsible for supporting the development department in researching fundraising opportunities. The position is in a philanthropy and not-for-profit setting.

OVERVIEW OF PRIMARY DUTIES AND RESPONSIBILITIES

The Prospect Researcher is responsible for prospect management and research for the BBBSV development team to support growth in philanthropic revenue. Working with the team, the Prospect Researcher will support fund development through in-depth research to identify, interpret, and analyze information on prospective donors, corporations, foundations and grant funders. The ideal candidate will excel at uncovering connections and in-depth and actionable insights on donor prospects; prepare research; as well as other research duties as required. This includes working with development system software – Donor Perfect. In this role you will collaborate with colleagues to help drive the team's prospecting activity including donor demographic analysis initiatives and donor wealth screening.

QUALIFICATIONS

- Post-secondary education in business, entrepreneurship, finance/accounting, or philanthropy
- Knowledge of prospect management and research experience in the not-for-profit sector.
- Practical knowledge of fundraising and the prospect cultivation cycle; with responsibility for prospect assignment, data management and monitoring, and status reporting.
- Proven ability to interpret financial, technical, and trade documents for the purpose of wealth assessment, including annual reports.
- Exceptional attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines in a fast-paced environment.
- Commitment to professional ethics; shows discretion when dealing with sensitive and confidential information.
- Strong computer and administrative skills, office 365 programs, donor management software, and advanced Excel.
- Able to complete training on new donor software database within 30 days of hire.
- Excellent time management and organizational skills; able to multi-task and handle multiple priorities.
- Ability to work with a small team with a flexible schedule.

COMPETENCIES

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- Project and Task Management
- Data and Systems Management
- IT and Software Proficiency
- Organizational Awareness and Attention to Detail
- Leading and Influencing Others

TERMS OF EMPLOYMENT

- Salary: \$23 – 25 per hour (commensurate with experience)
- Part-time permanent (20 hours per week with flexible work schedule)
- Start date: March 2023
- The nature of this position requires flexibility between working from home and in the office when required.

HOW TO APPLY

Interested applicants should provide a letter of interest and a current resume with contact information. Applications will be reviewed and qualified applicants contacted for an interview. For consideration, **complete applications must be submitted before March 15, 2023** to emma.kirkland@bigbrothersbigsisters.ca attention: Emma Kirkland, Director of Development.

Three references are required.

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