



**Job Title:** Prospect Researcher, Major Gifts

**Reports To:** Director of Development

**Terms of Employment:** Part-time contract

**Location:** Remote, in Canada, with preference for Greater Toronto Area

## **Who We Are**

Formed in 1964, The Evangelical Fellowship of Canada is the national association of evangelical Christians. Our affiliates comprise of 43 denominations, 100+ ministry organizations and educational institutions, and 500+ congregations across the country, united through a shared desire to bless Canada in the name of Jesus. Those associated with our affiliates represent over two million Canadians who hold the Bible as the final authority in life.

## **The Opportunity**

Reporting to the Director of Development, the Major Gifts Prospect Researcher will provide excellent high value fundraising research to identify and provide insight on high-net-worth individuals, family and private foundations and enabling the Major Gift Officers to be more effective and efficient in their work. In addition, they will identify grant opportunities and assist in securing support from foundation, corporations, and government funding sources to aid the work of various departments across the organization.

## **Your Impact**

- Ensure the Major Gifts Team and the wider organization are provided with effective and efficient research information to enable success
- Identify and research high net worth individuals, foundations, trusts, and corporations
- Develop and manage processes to ensure a steady flow of major gift prospects and advice on pipelines
- Provide network mapping to ensure relationships are being maximized during the solicitation process
- Produce insightful, high-quality research profiles on current and prospective donors including financial, biographical, corporate, and philanthropic information
- Manage proactive and reactive research systems to ensure opportunities are being maximized in support of the Major Gift Officers, the CEO and the Executive VP.
- Undertake regular pipeline review with fundraisers to track prospect solicitation stages, size and value of portfolio
- Ensure database is kept up to date with accurate and current information on prospects and donors

- Write letters of inquiry and solicitations
- Match prospective funding sources with organizational priorities
- Assist in preparation and submission of applications for family and corporate foundations
- Assist in drafting of compelling grant proposal narratives for general operating and restricted projects
- Work cross-departmentally to collect project information, images, budget/financial details in accordance with funder guidelines

### **What You Bring**

- Minimum of 3 years experience in prospect research; experience supporting major gifts fundraising and grant writing is an asset
- Experience using research best practices/tools/search engines for prospect identification
- Experience in researching high net worth individuals, C-suite executives and foundations to identify capacity, propensity and affinity
- Experience in producing accurate, concise research snapshot, in-depth profile reports as well as network mapping
- Experience in creating and/or managing systems to support fundraisers with prospect pipeline management
- Ability to self-manage, work independently, and take initiative
- Ability to effectively coordinate multiple projects, deadlines, and priorities
- Detail-oriented with accuracy in written correspondence and record keeping
- Experience working in collaboration with colleagues across different teams and stakeholders to identify opportunities for prospecting
- Exceptional written and verbal communication skills
- Experience working with high level/senior volunteers is an asset
- High computer literacy able to navigate Microsoft Office applications with ease; Raisers Edge experience preferred

To apply, please email your resume and cover letter to Cecilia Wu, Director of Development: [Cecilia.Wu@TheEFC.ca](mailto:Cecilia.Wu@TheEFC.ca)

***We thank all applicants for their interest in the EFC. However, only those selected for an interview will be contacted.***

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