



## Officer, Prospect Research

### ABOUT US

Campfire Circle (formerly Camp Ooch & Camp Trillium) has offered healing through happiness for thousands of kids and families affected by childhood cancer since 1983. It's where kids can be kids, and families can be families—engaging in camp-inspired community, in-hospital, and overnight camp programs, at no cost to them. As a privately funded organization, Campfire Circle donors make thousands of life-changing experiences possible for Campers throughout the year, all across Ontario.

### THE OPPORTUNITY

Campfire Circle is currently seeking an Officer, Prospect Research to join our Donor Experience & Analytics Team.

Reporting to the Associate Director, Donor Experience & Analytics, the Officer, Prospect Research is a hands-on and participative member of the Development team, providing critical research and prospect management support for Campfire Circle's fundraising program.

The ideal candidate for this role is an individual who is curious, organized and highly attentive to detail. You will work collaboratively with team members across the Development Department so you will possess strong teamwork and communication skills.

The key accountabilities for this role are:

#### 1. Prospect Research:

- Conduct detailed research using subscription-based services, public resources and emerging tools to identify and qualify the philanthropic interests and capacity of current and potential supporters,
- Proactively identify new major gift, corporate and mid-level prospects, by employing a range of tools for identifying and qualifying prospects, including data mining, media and sector screening and relationship mapping, and craft persuasive rationales for qualifying prospects,
- Lead the creation of in-depth research profiles on donors and prospective donors, aligning donors' interests with Campfire Circle's strategic priorities along with identifying key connections and capacity,
- Lead the preparation briefing documents for relationship managers in preparation for engagement and fundraising events,
- Monitor media for news relating to donors and prospects, disseminating updates to appropriate stakeholders,
- Identify and prepare prospect lists and related profile information for staff and volunteer review sessions,
- Support with the development and delivery of prospect management procedures to ensure consistent recording to reflect activity,



- Manage and track constituent relationship activity, profiles, and research information in database through disciplined and rigorous use of Raiser's Edge software, and
- Ensure compliance with applicable legal requirements and Imagine Canada standards.

## **2. Pipeline Management:**

- Work closely Associate Director, Donor Experience & Analytics and Philanthropy team to host pipeline meetings, providing input on prospects, analytics and subsequently maintaining donor insights and proposals in Raisers' Edge,
- Guide the strategic assignment of donor/prospect names in collaboration with department leadership and the Associate Director, Donor Experience & Analytics, and
- Support the preparation of reports and analytics to monitor and track the state of the pipeline.

**3.** Perform other duties and responsibilities as assigned by their Manager or their designate.

## **ABOUT YOU**

### **QUALIFICATIONS**

#### *Required Criteria*

- Post-secondary diploma/degree, or equivalent experience.
- 3-5 years' experience working in prospect management and research experience in a fundraising/not-for-profit environment.
- Significant knowledge of fundraising cycle and the role that research plays in relationship management, including network-mapping.
- Excellent organizational, research, analytical and reporting skills.
- Strong communication and presentation skills to communicate complex information in a clear and succinct manner.
- Proficiency with research databases and tools, such as iWave, Grant Connect, SEADAR, CRA Charities, etc.
- Strong working knowledge of a donor database (Raisers' Edge preferred), including data mining, analysis and report generation.
- Strategic and resourceful thinker, with ability to take initiative to drive results.
- Strong project management and organization skills.
- Computer literacy in Microsoft Office (Word, Excel and PowerPoint).
- Clear police reference check and vulnerable sector screening.
- Maintaining membership in APRA Canada and adhering to the association's ethics and professional standards.
- In accordance with our mandate of creating a caring and safe environment for ill children and their families, we require attestation of childhood vaccinations, updated Police Record with Vulnerable Sector Screening, and proof of full vaccination against COVID-19 for all of our staff. We also require that all staff be currently eligible to work in Canada.

#### *Advantageous Criteria*



- Post-secondary diploma or degree in fundraising.
- Experience conducting research for fundraising teams.
- Working with Raiser's Edge.

## WORKING CONDITIONS

- This role is currently on a hybrid working model with 1-2 days a week working in person in the office. A flexible schedule is required occasionally, as is the occasional requirement to attend in-person at our Toronto location.
- In consideration of the population Campfire Circle serves, the incumbent is a non-smoker.

## COMPENSATION & BENEFITS

This position offers a competitive annual salary range of \$50,000 to \$55,000. In addition, Campfire Circle is invested in our staff's health, wellness and career growth and to support this we offer a comprehensive benefits package (premiums fully paid by the organization with the exception of Long Term Disability), a wellness benefit up to \$500 annually, paid vacation time plus a paid winter shutdown period up to eight days, flexible hybrid work arrangements and on-going professional development.

## HOW TO APPLY

Please send a cover letter, resume and expected salary to [careers@campfirecircle.org](mailto:careers@campfirecircle.org) with the email subject reading **2023044 – Officer, Prospect Research**.

Don't meet every single requirement in this posting? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. If you're excited about this role but your past experience doesn't align perfectly with every qualification or requirement we encourage you to apply anyways. You may be just the right candidate!

*This posting will remain open until filled. Only applicants selected for an interview will be contacted. For more information about Campfire Circle, please visit [www.campfirecircle.org](http://www.campfirecircle.org) - No phone calls please.*

## ACCESSIBILITY & DIVERSITY, EQUITY AND INCLUSION

Campfire Circle is strongly committed to diversity within its community and welcomes applications from racialized persons/persons of colour, Indigenous People of North America and the world, persons with disabilities, 2SLGBTQIA+ persons, and those who may contribute to the further diversification of ideas. We are committed to providing equitable opportunities in employment and to providing a workplace which is free from discrimination and harassment.

We are equally committed to providing an inclusive and accessible workplace. Applicants requiring accommodations to access our job postings and apply for roles with our organization are invited to reach out to our HR Team at [careers@campfirecircle.org](mailto:careers@campfirecircle.org) or in a manner that fits their accessibility needs, and can trust that their application will be considered equitably for our available roles. Contact information for our HR Team is located on our website at <https://campfirecircle.org/work-at-campfire-circle/>, and more



information about our accessibility commitments can be found at <https://campfirecircle.org/about-campfire-circle/accessibility-at-campfire-circle/>.

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Campfire Circle is grateful for Indigenous communities' stewardship of the land that we occupy—including the traditional territory of many nations including the Anishnabeg, the Chippewas, the Haudenosaunee peoples, and many other diverse First Nations, Inuit and Metis peoples. We aspire to be deserving stewards of the land, in partnership with them.