

Prospect Research & Philanthropic Intelligence Advisor

The Montreal Children's Hospital Foundation (The Children's) is seeking a Prospect Research & Philanthropic Intelligence Advisor to join its Business Intelligence team.

Are you curious, analytical and skilled at turning information into actionable insights? In this role, you will help identify philanthropic opportunities and inform the Foundation's strategic decision-making.

Through your ability to research, analyse and connect information, you will provide insights and recommendations that help teams identify opportunities and support the Foundation's philanthropic development efforts.

Primarily focused on major gift development, this role also supports other fundraising teams in identifying and developing opportunities.

Your Role

As a Prospect Research & Philanthropic Intelligence Advisor, you will:

- Act as a strategic advisor to philanthropic development teams by providing informed recommendations, offering a strategic perspective and helping guide priorities and approaches with prospective donors;
- Regularly monitor prospect portfolios, qualifications, opportunities and actions to identify barriers to pipeline progress and flag situations requiring intervention
- Proactively, or in response to team needs, conduct research and analysis to identify and qualify prospective donors, assess their philanthropic potential and uncover development opportunities;
- Conduct research and analysis to identify and better understand prospective donors and opportunities for philanthropic growth;
- Promote and ensure the consistent and rigorous use of the Foundation's database to keep prospect portfolios, opportunities and actions up to date.
- Translate information and data into relevant, actionable insights that support decision-making;
- Prepare analyses and recommendations tailored to the needs of fundraising teams;
- Produce a range of research deliverables, analyses and recommendations to meet the needs of philanthropic development teams;
- Monitor prospect portfolios and strategically manage the philanthropic pipeline by identifying development opportunities and priority actions;

- Contribute to the identification and development of philanthropic opportunities for the Foundation;
- Collaborate with various teams to support philanthropic priorities and initiatives;
- Contribute to data quality and the continuous improvement of research and analytical practices;
- Stay current on trends and best practices in prospect research and philanthropic intelligence.

The Profile We're Looking For

You stand out for your curiosity, analytical mindset and ability to look beyond the information at hand to identify what truly matters.

You also bring:

- Excellent research, analytical and synthesis skills;
- Strategic thinking and sound judgement;
- The ability to identify trends, connections and opportunities;
- The ability to turn complex information into clear recommendations;
- Strong collaboration skills and a consultative approach;
- Autonomy, rigour and excellent organisational skills.

Qualifications and Experience

- A minimum of five years of relevant experience in prospect research, philanthropic intelligence, fundraising, analysis or a related field;
- A bachelor's degree in a relevant field, or an equivalent combination of education and experience;
- Demonstrated experience in research, information analysis and data analysis;
- A strong understanding of the philanthropic sector and donor development;
- Experience working with a fundraising database; knowledge of Raiser's Edge is considered an asset;
- Proficiency with Microsoft Office;
- Fluency in French and English, both spoken and written, is required for internal collaboration and due to technical documentation and tools that are available only in English. This requirement has been assessed and deemed essential for the position.

What We Offer

- A 35-hour hybrid work week (3 days in the office and 2 days working remotely);
- A comprehensive group insurance plan;
- A 5% employer contribution to a group retirement savings plan;

How to Apply

Please send your cover letter and résumé to the attention of Mr. Ali-Reza Chattoo, Director, Business Intelligence, at CV@MCHF.com.

Application deadline: November 6th

We thank all applicants for their interest. Only those selected for an interview will be contacted.

Respect, integrity and teamwork unite us around a common purpose: helping the sick children who inspire us every day. Inclusion is at the heart of our commitments.

The Foundation is an equal opportunity employer.

The Montreal Children's Hospital Foundation was established in 1973. Our mission is to inspire and mobilise the community to support continuous innovation in research, teaching and care at the Montreal Children's Hospital, an internationally renowned paediatric centre providing highly specialised care. To learn more, visit the Foundation's website.