

## Prospect Research & Management Officer

The Royal Conservatory (RCM) is one of the largest and most respected music education institutions in the world, providing the definitive standard of excellence in curriculum design, assessment, performance training, and teacher certification. It is also a leader in the development of early childhood education programs and arts-based social programs, and presents a diverse range of concerts featuring the finest Canadian and international artists in its magnificent performance space, Koerner Hall. Please visit [www.rcmusic.com](http://www.rcmusic.com) for more information.

### What is the Opportunity?

The Prospect Research & Management Officer will be responsible for carrying out activities to identify and profile potential individual, corporate and foundation donors and potential leadership volunteers by utilizing a variety of reference materials, databases and online research. They will provide written reports about donors and prospects and will strategize with the Conservatory's fundraising team to develop lists for new prospect identification. The incumbent will also work with departmental leadership and individual fundraising staff to monitor and facilitate prospect management to ensure timely movement through the prospect cycle.

The successful candidate will ensure research and analytics are strategic, focused and incorporate industry best practices, and that the prospect pipeline is actively managed and replenished. The individual in this role must be self-motivated, detail-oriented and highly organized, with excellent writing and analytical skills as well as the ability to synthesize information and communicate in a clear and concise manner.

### Main Duties & Responsibilities

- Conduct biographical and financial research on individual, corporate and foundation prospects as well as potential leadership volunteers; analyze, interpret and evaluate research findings to prepare concise and informative prospect profiles
- Proactively identify and qualify prospective donors capable of significant financial support using proven research methodologies and resources
- Collaborate with Development staff on cultivation and solicitation strategies to maximize the addition of new prospects to the prospect pipeline, and identify prospects that are closely aligned with fundraising priorities
- Prepare background briefings for Board and committee meetings, strategy planning sessions and fundraising events, and fulfill other specific research requests as needed for staff and volunteers
- Work with departmental leadership and donor-facing fundraising staff to assign, segment and prioritize prospects based on their capacity and affinity with Royal Conservatory programs
- Collaborate with donor-facing fundraisers to ensure that information regarding prospect activity is recorded in the fundraising database in a timely manner

- Coordinate with the Manager, Database and Gift Administration and fundraising staff to ensure contact information for major gift donors and prospects is accurate and up to date in the fundraising database
- Participate in Prospect Review meetings to provide input on prospects being discussed and to record information to update in the fundraising database afterward
- Prepare templated and ad-hoc reports for departmental leadership on prospect status and cultivation activity
- Maintain up-to-date central donor/prospect files and develop methods for storing and retrieving prospect data and managing research resources
- Document and update departmental prospect management procedures, and monitor staff adherence to ensure consistent and accurate reporting
- Remain apprised of best practices in prospect research, management and pipeline development through ongoing professional development and networking
- Support Development staff with other departmental priorities and projects, including participation in fundraising and donor cultivation events
- Perform other role-relevant duties as assigned

### **What We're Looking For**

- 3 - 5 years' experience in a prospect research role with a non-profit organization, or advanced training in prospect research for philanthropic support
- Previous experience in prospect management, with responsibility for prospect assignment, data management and monitoring, and status reporting
- Demonstrated excellence in writing and communication skills, exhibiting a firm command of grammar and spelling complemented by the ability to synthesize information and develop concise and compelling written materials
- Excellent computer skills, including proficiency with Microsoft Office software, online databases, commercial information services and internet searches
- Excellent attention to detail, and accuracy of work
- A proven work history of strong organizational, planning, problem solving, and time management skills
- Ability to work under pressure, handle competing deadlines and prioritize a large volume of work in a fast-paced, high performance team environment
- Ability to handle sensitive information ethically, accurately and confidentially
- Team-oriented with the ability to work independently, take initiative and exercise good judgment
- Flexible with a positive, helpful attitude and excellent interpersonal and listening skills

### **How to Apply**

Interested candidates are asked to submit a cover letter and current résumé online (please upload a single file combining both documents) at [www.rcmusic.com/about-us/careers-royal-conservatory](http://www.rcmusic.com/about-us/careers-royal-conservatory) by **January 2, 2023**.

The RCM is committed to fostering an inclusive, equitable and accessible workplace. In accordance with the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act, 2005, and the RCM's Anti-Racism, Access and Equity Policy, accommodation

will be provided at any stage of in the recruitment and selection process. Applicants are asked to make their accommodation needs known when they have been contacted for an interview.

The RCM thanks all applicants for their interest in this position; however, only those selected for an interview will be contacted.