



Manager, Prospect Research & Development

We have a bold vision of a world free of multiple sclerosis (MS). For 75 years, we have been living our mission to connect and empower the MS community to create positive change and you can be part of that! Our team is looking for a Manager, Prospect Research & Development, on a permanent full-time basis working 35 hours per week. We support flexible work options with some purposeful-based in-person meetings, based on your location. **Please apply by January 20, 2025.**

Discover. Innovate. Act

We are guided on the journey to end MS through discoveries, innovation and collective action. This strategy connects the MS community through our common goal of a world free of MS. Together, we work to advance treatment and care, enhance well-being, understand, and halt disease progression and ultimately prevent MS from happening in the first place.

To learn more about MS Canada, the impact we make, and what makes this a great place to work, we encourage you to visit www.mscanada.ca.

The impact you will have:

The Manager, Prospect Research & Development is an essential and valued member of the Philanthropy team, responsible for developing and managing the annual research plan, information systems, and the donor information necessary to enable fundraising and stewardship of donor relationships. This role will play an integral role in advancing MS Canada's new and ambitious \$250M campaign to support individuals living with and affected by MS. This position will:

- Manage and grow the pipeline through strategic research, data mining & analysis and building a culture of philanthropy within the organization including building capacity and awareness of the role of all staff in prospecting.
- Collaboratively create and execute an annual research plan in support of ongoing and campaign fundraising to enable development staff, senior leadership and volunteers in prospect identification, solicitation and relationship management
- Use data to drive growth by developing systems for acquiring, analyzing, reporting, and storing prospect data to support prospect identification, prospect relationship development and management of prospect portfolios.
- Manage the Prospect Research team, who together, drive successful donor engagement by conducting research to identify and evaluate prospects and by providing recommendations on Major gift prospect strategy and priorities.

Our ideal candidate has:

- A University degree or equivalent, preferably in Library and Information Science, or similar program.

- A minimum of 3 years' experience leading major gift prospect identification, research, and pipeline management in a non-profit environment
- Experience managing the complete prospect life cycle, prospect identification and research methods, prospect management principles and support of a successful campaign
- Experience identifying and analyzing prospective donors, delivering insights that will inform the cultivation and solicitation strategy
- Familiarity with Salesforce CRM and the NPSP would be an asset as well as the interest and ability to learn new systems.
- Demonstrated ability to analyze and synthesize data from a wide variety of sources, and present either verbally or in writing the resulting information in a clear and concise manner.
- Sound general knowledge of program and process management as well as fundraising and communication strategies.
- A proven work history of strong organizational, planning, problem solving, and time management skills
- Strategic, resourceful and independent, while being able to work within an integrated and team-oriented environment.

If this sounds like you, then we want to hear from you!

What we offer

At MS Canada, we provide impactful and rewarding career opportunities. We have a comprehensive total rewards package that includes:

- Starting salary within the range of \$67,280-\$75,000
- Competitive health and dental benefits package, spending accounts, and gender affirmation coverage,
- Opportunity to secure your financial future with retirement plan matching,
- Investment in your professional growth and development,
- Generous paid time off including an extended office closure at the end of the year and half day Fridays before long weekends,
- Support work life balance through flexible schedules, with hybrid work arrangements

MS Canada is dedicated to upholding diversity, equity, inclusion, and accessibility in our workplace. We value the contributions that each person brings and are committed to creating an environment from all backgrounds can thrive.

We are committed to accommodating applicants' needs throughout the recruitment process. Please indicate accommodations as required, if contacted.

All positions at MS Canada will require a background check in compliance with our Screening Measures Policy.

We would like to acknowledge that the land on which we work and operate spans across the traditional territories of many First Nations, Métis, and Inuit peoples. We recognize and honor the enduring presence, contributions, and resilience of Indigenous communities throughout Canada's history. We acknowledge our responsibility to understand, respect, and support the diverse indigenous nations and their ongoing relationships with the land.