



*Prospect Management and Research Officer
Full-time Permanent
Toronto/Ohsweken, Hybrid
Annual Salary Range: \$75,903 - \$94,878
Closing Date: March 20, 2026*

Making a lasting impact. Work with purpose.

Join one of Canada's Top 10 Charities of Impact. Indspire is a national Indigenous charity that invests in the education of First Nations, Inuit, and Métis students, empowering individuals, strengthening communities, and building a stronger country for all.

Indspire is seeking a replacement Prospect Management and Research Officer. This role is a vital member of Indspire's development team, responsible for driving pipeline expansion to support revenue growth. The officer will design and lead a comprehensive prospect management and pipeline development strategy to identify and cultivate new opportunities for the organization.

Key Responsibilities

In this role, you'll be:

Prospect Research

- Conducting robust prospect research and analysis that proactively identifies and evaluates new and existing supporters by combining internal data, market intelligence, and wealth indicators to build high-potential pipelines for both major gifts and corporate partnerships.
- Leveraging external tools and networks to identify new opportunities in emerging industries aligned with Indspire's mission.
- Establishing prospecting strategies for events, campaigns, and programs prior to sales launch, ensuring targeted outreach plans that maximize engagement and revenue potential—with a particular focus on sectors driving Canada's sustainability and growth (e.g., energy transition, technology, finance, infrastructure, and innovation).
- Preparing briefing notes, donor intelligence, and industry insights to support leadership and fundraisers in cultivating and soliciting high-value prospects.

- Identifying intersection points between Indspire’s impact areas and funders’ sustainability, equity, and reconciliation priorities.
- Leading regular portfolio and pipeline review meetings with major gift officers and corporate fundraisers, coaching them in prospect qualification, prioritization, and outreach planning; fostering a collaborative, data-informed culture of prospecting excellence across the team

Prospect Management

- Overseeing and enhancing Indspire’s prospect management system within Raiser’s Edge, ensuring it supports a disciplined donor cycle process, from identification to stewardship.
- Developing a prospect review process for the corporate and major gift teams that ensures balanced portfolios for fundraisers across sectors, geography and revenue potential.
- Partnering with fundraising leaders to support annual and long-term revenue forecasting by tracking pipeline movement and conversion rates to inform strategic decision-making and growth targets. Producing a quarterly pipeline report for the VP, Development.
- Training and mentoring fundraising staff on effective use of Raiser’s Edge for prospect tracking, reporting, and moves management. Creating tools, dashboards, and reports that improve efficiency and accountability.
- Continuously monitoring and assessing pipeline health, providing regular analysis and data-driven recommendations to fundraising leadership on strategies to strengthen pipeline development.

Qualifications

- A bachelor’s or graduate degree in library science, information management, market research, or related field – or equivalent experience.
- 5+ years of experience in prospect research, including responsibility for implementing prospect management systems, reporting on prospecting activity, and developing cohesive prospecting strategies.
- High proficiency with prospect research tools and databases (CharityCan, Grant Connect, Blackbaud, etc), Microsoft Office software, and the ability to integrate tools for efficiency.
- Demonstrable self-starter with ability to work in a fast-paced, high-performance environment and prioritize deadlines across teams.
- Strong analytical skills to assess donor capacity and philanthropic alignment, and ability to report and track findings with attention to detail and accuracy.
- Experience synthesizing complex information from diverse sources into actionable insights that inform donor strategy and engagement.

- Excellent writing and editing skills for creating tailored profiles, reports, and briefing materials.
- Strong communication skills with ability to distill complex research into concise profiles with actionable summaries
- Knowledge of and commitment to professional ethics and appropriate guidelines and policies and ability to work with sensitive information with complete confidentiality.

What We Offer

- A competitive benefits and pension plan.
- 3 weeks' vacation with paid personal and sick days as well as additional holiday closings.
- A supportive hybrid work environment (three days per week in office).
- A passionate, dedicated team culture.
- Opportunities for professional growth and cultural learning.
- The chance to make a real and lasting difference in the lives of Indigenous students.

How to Apply

To apply, please visit:

<https://indspire.applytojobs.ca/development/45458>

Indspire is committed to ensuring an equal opportunity and barrier-free recruitment process. Accommodation is available to all applicants upon request. Please contact us via email at hr@indspire.ca.

Please note that this employer uses artificial intelligence tools to assist in screening and assessing applicants for this publicly advertised position.

To learn more about Indspire, visit <https://indspire.ca>

Deadline for Applications: March 20, 2026, at 5:00 pm EST