

**Prospect Research Analyst  
Office of Advancement**

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

As a member of a high-performing, results-oriented Advancement group, the Prospect Research Analyst will play an active role in achieving the University's strategic fundraising goals. Reporting to the Manager of Prospect Research, you will be a member of a team of four professional philanthropic researchers responsible for providing strategic research services that influence the acquisition of long-term philanthropic support for the University. As the successful candidate, you will use data driven approaches to proactively identify and qualify new prospects, and your curated research will provide actionable insights into strategies and pathways to advance prospect engagement, cultivation and stewardship. You champion best practices in Prospect Development and Research and adhere to the Code of Ethics of the Association of Professional Researchers for Advancement.

**Key Responsibilities:**

- Develop and implement proactive prospecting methodologies to identify potential major gift donors for project-specific fundraising initiatives and general prospect portfolios.
- Provide concise, but thorough, prospect research reports using a broad spectrum of sources and exercise judgement in selecting information to include based on reliability of source, client needs and project scope.
- Identify existing and potential Dalhousie University connections with individuals, foundations and corporations and advise staff of the relevance of these connections and the reach of these circles of influence.
- Identify and analyze financial and wealth indicators, including stock, real estate and other assets to determine overall financial capacity and solicitation potential
- Identify opportunities to advance relationships with prospects and donors through regular media monitoring and communication to staff of relevant local, national and international news.
- Stay informed of data protection legislation both nationally and internationally and ensure all legal privacy requirements and ethical research standards are upheld. Ensure that discretion is used during the collecting, documenting, disseminating and managing of information.

**Qualifications:** Undergraduate degree in business, arts or related area with 3-5 years prospect research experience in a higher education or non-profit fundraising environment, or an equivalent combination of training and experience. Familiarity with and understanding of fundraising techniques and strategies for each phase of the moves management cycle (qualification, cultivation, solicitation and stewardship). Excellent conceptual skills and a demonstrated ability to think strategically, and synthesize large amounts of complex data efficiently and effectively, and communicate that information appropriately. Meticulous attention to detail is required. Superior written, oral and interpersonal communication skills are essential as is the ability to adapt and respond to changing priorities under tight timelines.

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*Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.*

*Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit [www.dal.ca/hiringfordiversity](http://www.dal.ca/hiringfordiversity)*

*Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.*

**Apply online by February 10, 2019 to competition DPMG-19009.**

**Salary Range:** \$50,240 - \$67,973 per annum (ADM-05)

This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.

This position is part of the Dalhousie Professional & Managerial Group (DPMG).

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