

# RESEARCH OFFICER

---

**Department:** Development

**Reports to:** Vice-President, Development

**Position Type:** Full-time, 37.5 hour weeks, requiring flexibility to occasionally work evenings, weekends, and overtime.

## Summary

St. Boniface Hospital Foundation, one of Manitoba's leading health care fundraising organizations, seeks a Research Officer to join our dynamic, high-spirited team. The Research Officer is responsible for proactively identifying, researching, and analyzing potential prospects in support of Foundation goals. The Research Officer will also provide analytics for fundraising programs, and reports.

## Qualifications

- A minimum of two years' experience/education in a research-related position and/or field, and a working knowledge of statistics and primary/secondary research methodologies. Analytical abilities and research skills are essential.
- Excellent written and verbal communications, strong data visualization and presentation skills, and able to respond to and prioritize multiple project requests.
- Well-developed critical thinking skills, along with professional communication, problem-solving and organizational skills.
- Capability to work independently or collaboratively, as projects require. The successful candidate will be goal-oriented and results-driven, with proven ability to take initiative.
- Proficiency with MS Office Suite, particularly Microsoft Excel. Experience with Raiser's Edge will be an asset.
- Knowledge of trends in philanthropy and familiarity with the considerations of not-for-profit organizations will also be of benefit.

## Duties

- Identify potential prospects using linkage, interest and ability rating, and strategies.
- Provide relevant and timely prospect profiles and analytics.
- Collaborate with the Database Administration Officer to optimize use of a Raiser's Edge database, to ensure accurate reporting and data integrity.
- Produce accurate, detailed progress reports, benchmarking, and overall analysis of fundraising programs.
- Support strategic fundraising by collecting and analyzing internal data to maximize effective use of database information. This can include identifying trends and developing strategies.
- Provide a variety of timely and accurate lists and reports.
- Provide donor fulfillment support to Gift Officers.

---

## Apply now!

St. Boniface Hospital Foundation offers a competitive salary and benefits package, and is committed to the principle of equity in employment.

**The application deadline is November 20, 2017.**

We thank all applicants for their interest; we will contact you if you are selected for an interview. Send your resume, cover letter, and salary expectations to:

**Rita Groleau**

*Executive Administrator*

**St. Boniface Hospital Foundation**

**rgroleau@stbhf.org**