



## **JOB POSTING – Development Officer, Research & Prospect Management**

<b>Organization:</b>	Right To Play International
<b>Department/Division:</b>	Canadian National Office
<b>Work location:</b>	Canada
<b>Work arrangement:</b>	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department. Possibility of remote-working pending management approval.
<b>Authorized to work in:</b>	Canada (Eligible to work legally without requiring sponsorship)
<b>Target Hiring Range:</b>	\$55,000 - \$59,000 CAD per annum
<b>Target Start Date:</b>	Immediate
<b>Contract Duration:</b>	Full-time, 10-month contract role from March 2023 to December 2023
<b>Closing Date:</b>	Open until position is filled

### **BACKGROUND:**

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child's life, we help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and seven national offices across Europe and North America.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

### **JOB SUMMARY:**

Reporting to the Senior Manager, Individual Giving, the Development Officer, Research & Prospect Management will be responsible for driving the prospecting and pipeline process in support of fundraising at the Canadian National Office (CNO).



Phone: + 1 416 498 1922



**Mailing Address:** PO Box 108, Toronto Adelaide Retail, Toronto, ON M5C 2H8  
**Street and Courier Address:** 43 Front St E, Unit 200, Toronto, ON M5E 1B3



**Website:** [righttoplay.com](http://righttoplay.com)

The Development Officer, Research & Prospect Management will work primarily with the individual giving team, while also supporting corporate and event fundraising channels in the identification and management of new potential supporters. You will research, prepare, and provide profiles and reports, both in-depth and otherwise, on potential and identified major gift and corporate prospects including individuals, foundations, and corporations. Using current research methods, you will aim to increase financial support by identifying potential donors or audiences and by augmenting existing data.

With a focus on building the individual giving pipeline, you will also work cross-functionally with revenue leads to support corporate and event giving and provide support to the National Director on prioritizing top priority prospects.

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#### **PRIMARY RESPONSIBILITIES:**

##### **Job Responsibility #1: Prospect Identification, Research and Recommendation (40% of Time):**

- Employ a range of tools for identifying and qualifying prospects, including data mining and relationship mapping, and deliver rationales for qualifying prospects
- Identify and qualify prospects for RTP's fundraising priorities and build a robust pipeline, with a focus on the major gift portfolio
- Monitor media alerts on specific themes, issues and prospects
- Conduct ad-hoc news searches as required for due diligence on potential partners
- Identify and recommend prospect lists and related profile information for staff and volunteer review sessions
- Pro-actively source new prospects through media and sector-specific resources, including gift announcements, donor lists, and newsletters
- Conduct thorough research to develop high-quality and well-written profiles on individuals, corporations/businesses, foundations and any other organization that will support the CNO fundraising activities

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##### **Job Responsibility #2: Prospect Management (30% of Time)**

- Develop and lead the prospect management and prospect clearance processes for the CNO
- Partner closely with National Director; Senior Manager, Strategic Partnerships and Engagement; Senior Development Manager, Indigenous Programs to drive prospect management activities and recommend priorities to ensure a robust fundraising pipeline
- Produce prospect management reports to support moves management across fundraising channels
- Monitor and update donor records with information obtained through prospect research, and ensure that all donor and prospect records are kept up to date and accurate in both the donor database and in SharePoint



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**Job Responsibility #3: Systems, Processes, and Admin Support (20% of Time):**

- Participate in planning sessions and team meetings, and suggest new best practices, tools and techniques
- Work with the finance and operations team on ensuring high levels of data integrity and data entry best practices
- Provide prospect management systems support to frontline fundraising leads, where necessary

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**Job Responsibility #4: Other Tasks as Assigned (10% of Time)**

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**MINIMUM QUALIFICATIONS (Must have):**

**EDUCATION/TRAINING/CERTIFICATION:**

- Undergraduate degree in fundraising, business, marketing, research, information science or other related field

**EXPERIENCE:**

- 3 years' prospect research or related experience with proven experience of prospect research leading to securing of major gifts

**COMPETENCIES/PERSONAL ATTRIBUTES:**

- Excellent organizational, research, analytical, and reporting skills
- Be able to investigate, analyse, and synthesise large quantities of data from a variety of sources into a user-friendly and concise format
- Ability to work well under pressure
- Ability to take initiative to ensure results; self-motivated
- Experience researching problems, resolving issues and communicating solutions
- Good communication and presentation skills to communicate complex information in a clear and succinct manner.

**TECHNICAL SKILLS:**

- Excellent in the use of Microsoft Office applications
- Experience using fundraising software such as CRM Dynamics, Raiser's Edge or Salesforce
- Demonstrated ability to handle matters of discretion, highly sensitive and confidential material and possess a high degree of integrity, with an understanding of relevant privacy legislation and ethical obligations under the Donor Bill of Rights and APRA/AFP's ethics and professional standards
- Proficient in research methodologies such as data analytics, predictive-modelling, segmentation and network-mapping.





- Excellent understanding of research resources
- Knowledge of new trends in prospect research and prospect management

#### LANGUAGES:

- Fluency in spoken and written English

#### DESIRED QUALIFICATIONS (An Asset)

- Experience within a multi-national non-profit or fundraising for internationally based programs
- Fluency in French
- Post-graduate degree in library and information science

#### WHO YOU ARE:

You are excited to use your expertise in prospect research and management to develop new system and process to support the RTP team in achieving their fundraising goals. You thrive in an entrepreneurial environment and are motivated by bringing positive impact through your work.

#### WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Flexible work arrangements (e.g., work from home and flex hours)
- 15 days annual leave
- Up to 3 personal days per year
- Up to 5 personal learning and development (L&D) days per year
- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (Global Buddy Chat, Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events



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#### HOW TO APPLY:

If you are interested in applying for this position, please submit your application with your resume and cover letter via the application link.

**Application Link:** <https://righttoplay.hiringplatform.ca/108485-development-officer-research-and-prospect-management/423976-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately, and interviews may be held before closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation, or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

#### EMPLOYEE VACCINE POLICY:

To protect the health and safety of our employees and the communities we serve, Right To Play requires all employees and volunteers based in Canada to be fully vaccinated against COVID-19. **The successful candidate will be required to provide proof of vaccination against COVID-19 as a condition of employment.**

#### ACCOMMODATION:

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com)

To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com).



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