

Position Description

Position Details

Position Title:	Prospect Researcher
Employment Type:	Permanent Part-Time (3-4 Days)
Reports to:	Director of Philanthropy
Commencement Date:	ASAP

Why work for the NORTH Foundation?

The NORTH Foundation is proud to be the registered charity for the Northern Sydney Local Health District (NSLHD) and to serve as the fundraising partner for the Royal North Shore, Ryde, Mona Vale and Hornsby Ku-ring-gai hospitals; the Adolescent and Young Adult Hospice (AYAH); and the Kolling Institute of Medical Research.

The NORTH Foundation has a clear and simple mission to improve community well-being by supporting innovative health research and the delivery of exceptional patient care. You will be empowered to find innovative ways to achieve this mission in a team environment and will have a clear understanding of how your efforts contribute towards the NORTH Foundation being widely recognised as a major contributor to world class medical research and a community health system in which people enjoy improved health throughout their whole lives.

For more information, please visit www.northfoundation.org.au

Main Purpose

In this newly created position, the Prospect Researcher will play a critical role in developing and implementing an overarching strategy for prospect research and management, supporting the Fundraising team. The Prospect Researcher will be required to conduct high level research on prospective principal and major donors, trusts and foundations and corporate partners to identify their propensity to give..

Key Responsibilities

Reporting to the Director of Philanthropy, the Prospect Researcher will be responsible for:

- Developing an annual prospect research plan to guide prospect research activities.
- Use a variety of sources, techniques, databases and service providers to identify, research, organise and evaluate a prospective major donor's financial capacity, ability to give, willingness to give, philanthropic and private interests, and connection to the Foundation and/or specific hospital/facility.
- Identifying and employing proactive prospecting methodologies, utilising both in-house data and outside vendor research resources.
- Developing in-depth research profiles (including due diligence) and briefings for high value prospects and donors.
- Providing market intelligence and supporter insight to help develop, retain, and grow existing relationships with high value supporters.
- Leading and facilitating prospect review meetings and fundraiser portfolio reviews.
- Proactively building partnerships across the business, including working closely with fundraising teams and collaborating with Business Services to improve data integrity.
- Refining and monitoring prospect management system.
- Maintaining comprehensive records of all research undertaken within Salesforce.
- Providing monthly pipeline and prospect reports from Salesforce.
- Creating and maintaining policies and procedures supporting best practices, ethical and professional research standards.
- Managing the prospect research budget and co-ordination of contracts and with external agencies.
- Providing basic prospect research training and development to staff across the Foundation.

Other duties as assigned by the Director of Philanthropy in line with the strategic vision.

Selection Criteria

Essential

- 2+ years in a qualitative research role.
- Knowledge of prospect research tools and resources.
- Self-motivated, with the ability to manage multiple projects and work in a deadline driven environment.
- Understanding of wealth indicators, including income (estimated or public) and assets.
- Understanding of prospect management practices, terminology and approaches.
- Experience in profiling, network mapping, prospect qualification and other intelligence gathering activities while maintaining a high level of accuracy, confidentiality, and security.
- Strong computer literacy skills and experience working with a relational database, as well as the Microsoft Office suite of products, including excel.
- Ability to analyse and organise information to identify philanthropic patterns, tendencies, and relationships among individuals, corporations, and foundations.
- Exceptional writing and oral communication skills for different audiences and write detailed analytical reports.
- Strong attention to detail, and ability to investigate, analyse and synthesise large quantities of information and data and concise format for use by the Fundraising and Philanthropy team.
- Sound judgment and discretion in dealing with confidential and sensitive donor information.
- Strong interpersonal skills and the ability to liaise and build trust with various stakeholders.
- Excellent time and project management skills.

Desirable

- Experience using a CRM system such as Salesforce.
- Knowledge of current trends and best practice within philanthropy and prospect research.
- Experience working in the healthcare philanthropy sector would be advantageous.

Job Complexity, Skills, Knowledge

Supervision & Independence

The Prospect Researcher reports to the Director of Philanthropy who will provide overall supervision, direction and guidance. The Prospect Researcher is expected to take a continuous improvement approach to their tasks and to propose, develop and implement on-going process improvements.

Problem Solving & Judgment

The Prospect Researcher is expected to prioritise and schedule their workload, sometimes with competing deadlines, to achieve the best individual and team outcomes. The incumbent will also be expected to exercise judgment and respond appropriately to situations arising through interactions with current and prospective donors.

The Prospect Researcher is expected to serve as a responsible, ethical representative of the NORTH Foundation and NSLHD in all official interactions.

Professionalism

The Prospect Researcher will be expected to work with a level of independence and self-direction and must establish effective working relationships with all members of the Foundation Team, as well as with NSLHD staff.

Behaviours / Attributes

- A combination of personal sensitivity, maturity of approach is needed when working with prospective donors.
- Ability to handle sensitive and confidential information.
- Demonstrates accountability for work outcomes and exercising sound judgement.
- Adaptable and able to make things happen in fast-paced dynamic team environment.
- Ability to receive instruction positively and execute successfully.
- High level of attention to detail and accuracy with a proactive approach to minimise errors and increase efficiencies.
- Quickly learns new technology and processes.
- Undertakes work in a safe and compliant manner by adhering to company policies, including workplace health and safety procedures.
- Personal motivation and affinity with the NORTH Foundation mission.
- Self-confidence, enthusiasm and a “can do” attitude.
- Demonstrated commitment to teamwork, learning, skills development, knowledge, and information sharing.
- Understand and promote NORTH Foundation Values –

INTEGRITY | COMPASSION | INNOVATION | COLLABORATION | IMPACT

How to apply

Applications should be sent to hr@northfoundation.org.au

Applications close Monday 2 October 2023.

Candidates are encouraged to apply early as applications will be assessed as they are received, and the role may be filled before the closing date. Candidates who do not perfectly meet all of the selection criteria, but still feel they will be competitive, are encouraged to submit an application.

Applications must include:

- A current resume
- Covering letter (no more than two pages), including an outline of your interest in the role, addressing how your experience prepares you for the responsibilities required and how you align with the selection criteria.