



Victoria Hospitals Foundation Fundraising Analytics Officer

Do you want to be part of a team that is changing our community for the better?

The Victoria Hospitals Foundation (VHF) is recruiting a Fundraising Analytics Officer to join our team. This **full-time, permanent** position reports to the Manager, Fundraising Operations and plays a key role on the Development team.

Our ideal candidate embraces technology, has an aptitude for data analysis, has experience working in the not-for-profit sector, has excellent organizational skills and is able to work independently and as part of a team. Central to this role is the coordination, analysis, and use of fundraising data to support strategies of the Victoria Hospitals Foundation. Task management will be key as this position, within the fundraising operations portfolio, will work cross-departmentally with both the development and finance teams.

Essential to this role are:

- Deep knowledge of data analysis and interpretation, and the ability to communicate the story behind the numbers to a variety of audiences
- An analytical mindset
- Experience with SQL database use and design, specifically Microsoft Access
- Proven prospect research or other research experience
- Proficiency at prioritizing and managing diverse and changing projects
- Prior exposure to a variety of fundraising appeals including direct mail, major gift relationship fundraising and events
- High attention to detail
- Demonstrated experience using Raiser's Edge software, or a comparable relational database
- A degree, diploma or certificate in a related discipline or an equivalent combination of experience and education

Personal integrity, sound judgment, a donor-centred orientation and a sense of humour will contribute to success in this position. The Foundation is looking for someone who is a team player and self-starter, has keen attention to detail, is creative and reliable, and accomplishes a high volume of tasks quickly and efficiently. If this all sounds like you then we'd like to receive your cover letter and resume.

The Foundation offers a competitive compensation package. By joining an organization honoured as one of Canada's Ten Most Admired Corporate Cultures, you will enjoy a successful, highly productive, entrepreneurial office that cares deeply about our cause, our donors and our volunteers.

Qualified candidates are invited to submit a detailed cover letter and resume in confidence to Alec McKay, Manager, Fundraising Operations by emailing VHFHR@viha.ca. This posting will stay open until filled and candidates will be short-listed as applications are received.

For more information, please refer to the key responsibilities in the Position Summary below.

Position Summary:

Reporting to the Manager, Fundraising Operations, the Fundraising Analytics Officer provides valuable insights through data analysis, streamlined reporting, and prospect research to help guide the fundraising appeals and campaigns of the organization.

The key responsibilities of the role are:

- Performing detailed data analysis of our fundraising campaigns and appeals
- Conducting prospect research on new and existing donors
- Generating (through queries and exports) and reviewing accurate donor lists for a variety of initiatives
- Supporting the maintenance of donor records within the Raiser's Edge database
- Designing, implementing, and documenting donor management system and database processes
- Creating, maintaining, and producing lists, reports and analytical dashboards for each appeal to assist our front-line fundraisers