Pipeline Research Officer

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Pipeline Research Officer

Alumni Affairs & Development

Temporary full-time from June 2021 to May 31, 2024
Hiring #: 2021-0249

Please read the Application Instructions [1] before applying

The department of Alumni Affairs & Development (AA&D) is a central service at the University of Guelph, accountable for raising money for the institution’s strategic priorities through the identification and alignment of donors and prospective donors. The division has recently undergone a re-organization to support the vision to attract $50-million in sustained annual philanthropic support (over a five to eight-year period) and to be one of Canada’s most sought-after advancement organizations. As a member of Alumni Affairs and Development, the Pipeline Research Officer exemplifies the recently defined department values of respect, empowerment, integrity, appreciation, and forward focus.

Reporting to the Manager, Advancement Research, the Pipeline Research Officer (PRO), in partnership with the fundraising units at AA&D, identifies, investigates, evaluates and provides analysis, assessment, and recommendations on prospective donors and volunteers in order to determine capacity, inclination and interest in aligning with University of Guelph’s priorities.

Specific duties would include: identifying and evaluating the financial capacity, philanthropic interest and affinity of prospective donors, using internal information, leads, and external publicly available sources; providing recommendations on strategic approaches, in order to develop and maintain relationships; preparing detailed profiles and documents for strategy discussions, meetings, and events; conducting data mining and statistical analysis of information and data; and monitoring media sources for relevant and timely information to share with fundraisers.

They will also be responsible for the coordination, implementation, and maintenance of pipeline management activities. Specific duties would include monitoring and making recommendations to management on portfolio sizes, stage distribution, moves management, fundraising plans and on prospect stagnation and sunsetting.

AA&D is currently designing and implementing a new integrated fundraising framework. The PRO will contribute their expertise in this area, by assisting with the development, management and fine tuning of the overall pipeline/prospect management systems, and identify, report and analyze key metrics and performance indicators.

Requirements of the position include: a university degree (Master’s degree in library, information or social science preferred) combined with some prospect research experience, or an equivalent combination of education and experience. The successful applicant must have excellent communication skills, both written and interpersonal, with proven relationship building experience. They must be organized, resourceful, detail-oriented and be able to work independently. Exceptional computer skills, including proficiency with databases, Microsoft Office (especially Excel) and other research tools is a must.

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

Covering Position Number 393-043
Classification USW, Local 4120 Salary Band 5*
Pipeline Research Officer
Published on Human Resources (https://www.uoguelph.ca/hr)

Normal Hiring Range $25.66 - $28.67 per hour

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2021 06 09
Closing Date: 2021 06 16

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