

## **Job Posting**

### **Prospect Researcher & Database Specialist**

Covenant Foundation proudly supports Covenant Health, Covenant Care and Covenant Living and their 155-year legacy of healing the body, enriching the mind and nurturing the soul.

Our foundation partners with the community to help create vibrant communities of health and healing for Albertans from all backgrounds, faiths and circumstances, through every stage of life. With the support of donors, we help transform health care for priorities such as seniors' health, mental health, rural health, palliative care, women and children's health, and spiritual care. The funds we raise support specialized programs, equipment and training, and enhanced care spaces for 21 Covenant hospitals and continuing care sites across Alberta.

**Covenant Foundation is seeking a Prospect Researcher & Database Specialist to join its growing team.**

The **Prospect Researcher & Database Specialist** will be responsible for assisting with prospect research as well as overseeing management of our database. This duo role is new to Covenant Foundation, and you have the opportunity to help grow this exciting opportunity. Your primary responsibility is to recognize and analyze wealth indicators and synthesize diverse information to assess donor philanthropic capacity, complete daily gift entry and update information in database using the Raiser's Edge system. This role also supports all departments through regular data analysis, reporting, internal and external prospecting, and project-specific data pulls. The Prospect Researcher & Database Specialist maintains all database policies and procedures, ensures data cleanliness and accuracy, supports the development team in prospect research and provides guidance and training to all system users.

**As our Prospect Researcher & Database Specialist, your primary responsibilities will include:**

#### **Data Entry - 45%**

- Ensure appropriate tracking, coding, and reporting of donations to the foundation (online and offline).
- Provide finance with appropriate documentation related to the type of gift and manage appropriately, in accordance with Canada Revenue Agency specifications.
- Verify donor information is entered accurately in Raiser's Edge, in alignment with foundation data policies and procedures.
- Maintain ongoing database updates as required and conduct data retrieval from various online donation platforms to accurately add into the database.
- Work directly with the development team to ensure all information required for gift entry is captured in gift agreements.

#### **Prospect Research and Analytics – 30%**

- Serve as an active prospect researcher, targeting prospects for fundraising initiatives and actively engaging donors to ensure they transfer into the next giving level as applicable.
- Working with the senior leadership team to conceptualize, develop and implement proactive prospecting methodologies to identify potential major gift donors.
- Provide prospect research material and donor briefings to the development team and research Covenant Family affiliations for prospect engagement.
- Assist staff with data research and summaries related to appeals, mailings, newsletters, tax receipts, etc.

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- Ensure the database is structured to capture and record relevant information as identified by leadership and in accordance with policies and procedures.
- Collaborate with finance to verify the accuracy of deposits against posted database information.

#### **Additional duties include:**

- Process transactions to produce individual tax receipts and acknowledgement letters to ensure tax receipt distribution is mailed or e-mailed in compliance with Canada Revenue.
- Issue memorial and tribute notifications within approved timelines in addition to responding to donor inquiries related to receipting.
- Management of the database to support enhancements and ongoing effective data utilization as required.
- Provide training to employees on database functionality to ensure systems are integrated to their full potential.
- Serve as the lead expert with all service providers related to database matters including Blackbaud, Canada Helps, Omatic, and Raisin.
- Maintain confidentiality while providing excellent customer service and exerting proactive problem solving capabilities.

#### **The right candidate will demonstrate on their résumé:**

- Exceptional customer service orientation.
- Sound judgment and the ability to maintain confidentiality.
- High understanding of fundraising methods, CRA gift receipting and PIPA regulations.
- Ability to work independently and be self-motivated and detail oriented.
- Minimum two years' experience in database management with a high level of efficiency, accuracy, and speed.
- Proven proficiency in Raiser's Edge or expertise in a similar donation database system.
- Experience with systems such as Raisin and Omatic, considered an asset.
- Knowledge of prospect tools such as IWave is considered an asset
- Advanced MS Word, Excel, Outlook and internet search skills.
- Excellent written and verbal communication skills.
- Excellent interpersonal communication skills.

#### **Why Covenant Foundation?**

We believe in supporting our employees holistically by providing:

- Competitive pay: \$60,668 - \$82,443 based on a 35-hour workweek
- Comprehensive benefit package
- Pension plan
- Flex spending account
- Hybrid work environment (1-2 days per week in office, or more if that's your preference)

#### **To Apply**

Please email your cover letter and résumé in one document to [crystal.clayton@covenanthealth.ca](mailto:crystal.clayton@covenanthealth.ca).

Please include in your email subject line: **PROSPECT RESEARCHER & DATABASE SPECIALIST.**

While we thank all candidates who apply, we will only reach out to candidates who meet the hiring manager's requirements on their résumé.

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#### **Commitment to Diversity, Equity, Inclusion and Accessibility**

Covenant Foundation values diversity in thought as well as representation. We are committed to building an environment that provides a foundation for safety and belonging and are challenging our biases and assumptions daily. Should you need any support during the application or interview process, please do not hesitate to reach out to [crystal.clayton@covenanthealth.ca](mailto:crystal.clayton@covenanthealth.ca).