



TITLE:	Prospect Research and Database Manager
ORGANIZATION:	Friends of the Canadian Museum for Human Rights
REPORTS TO:	Director, Development and Partnerships
EMPLOYMENT STATUS:	Permanent full-time
SECURITY SCREENING LEVEL:	Reliability Status
Grade:	5 (\$59,301 - \$73,254)

The Canadian Museum for Human Rights (CMHR) is a national museum dedicated to the evolution, celebration and future of human rights. It is the first national museum in Canada to be built outside the National Capital Region. Located in the heart of Canada in Winnipeg, Manitoba, the CMHR rises from the Prairie earth at The Forks, which has been a meeting place for over six thousand years.

The CMHR delivers an immersive, interactive and memorable experience for visitors of every background, age and ability. Each visitor has access to a fully reinvented museum experience that reflects a design approach that sets new Canadian and world standards for inclusion and universal accessibility.

Since opening in 2014, the Museum has welcomed millions of visitors in person and online. It has worked with over 150,000 participants from across Canada in our education programs. It has won over 50 awards for its programs, galleries, architecture, communications and design. And it is featured on the \$10 bill, as a symbol of Canada's commitment to human rights.

The Friends of the Canadian Museum for Human Rights (FCMHR) is the non-profit organization that attracts and sustains all forms of philanthropic contributions for the Museum from a broad range of supporters



across Canada and around the world. To support the construction of the Museum, the Friends ran the most successful capital campaign in the history of national cultural institutions in Canada, raising more than \$150 million from private funding sources.

Together, the Friends and the Museum are building a national dialogue about the power and importance of human rights, helping people from all walks of life to connect with something much larger than themselves and acknowledge that they have a direct stake in building a better world.

About the role

Reporting to the Director, Development and Partnerships, the Prospect Research and Database Manager will play an integral role in managing the growth and development of the prospect pipeline to enable the fundraising ambitions of the Friends of the Canadian Museum for Human Rights (FCMHR). They will support and work closely with the major gifts and sponsorship fundraisers by developing strong cultivation and solicitation strategies for prospects through extensive research and data analysis, while ensuring that the best potential supporters are identified, researched and allocated.

The incumbent will be a strong and thoughtful communicator, critical thinker and innovator, and will bring a collaborative approach to their role.

What you will do

- Contribute to a culture that promotes respect, equity, inclusion and innovation, and model anti-racist and accountable behaviours.
- Develop strategies and grow the prospect pool through data analysis to support fundraising strategy development.
- Develop an in-depth understanding of the Raiser's Edge database. Administer all data requirements; maintain and manage the research data, build queries, export, and create records. Ensure data is accurate, relevant and processed.
- Support fundraisers by conducting timely research on prospects, donors and volunteers; monitor news headlines and communicate information that impacts Friends fundraising strategies and the philanthropic environment.
- Participate in campaign meetings, including providing reports, commenting on research, and making recommendations to the FCMHR on fundraising strategies.
- Maintain staff and volunteer assignment data, including both prospect and donor stewardship data, and report the data as needed.
- Maintain Mailchimp data in the database .
- Create reports and prepare information packages relating to donor prospects for FCMHR fundraisers.

- Collaborate with the Visitor Experience division of the CMHR by data-sharing information in relation to membership, events and partnerships (funding/progress reports).
- Work with IT regarding any technical issues/updates to the Raiser's Edge software.
- Facilitate FCMHR staff training on Raiser's Edge as needed.
- Provide support to facilitate the running of events.
- Maintain database procedure documents, including processes not covered by Raiser's Edge manuals.
- Provide back-up support to the data and finance teams, including entering gifts, processing Telpay and credit card payments, doing tribute cards and taking calls on the donation phone line.

What we're looking for

- 3-5 years of experience working in a fundraising environment, in prospect research or database management.
- Proficiency with Raiser's Edge preferred, or similar donor management software
- Demonstrated knowledge of various research methods; ability to search consistently for new information and developments in related fields.
- Proficiency with the Microsoft suite of products (Word, Excel, PowerPoint, Outlook).
- Commitment to human rights principles, including respect, equity, inclusion and dignity for all.
- Ability to maintain strict confidentiality and exercise tact and diplomacy; to work with sensitive donor information and data.
- Strong communication skills, both oral and written including phone etiquette, ensuring tact and courtesy.
- Strong time management skills, with the ability to be organized, work under pressure and prioritize.
- Self-motivated with proven ability to efficiently manage multiple projects and tasks.
- Strong analytical skills.
- Ability to work collaboratively with others to achieve fundraising goals.

Desired Qualifications

- Certification or education in a related field.
- Ability to communicate proficiently in both official languages, or any additional languages.

Official Language Proficiency

- French non imperative

Conditions of Employment

- Security Screening Level – Reliability Status



- Child Abuse Registry Check

Other

- Will occasionally be required to attend events in the evening and at weekends.

Application Procedure

Interested applicants should submit their application through CMHR's Careers page at <https://humanrights.ca/about/careers>.

The Canadian Museum for Human Rights (CMHR) believes that a diversity of experiences and thought drives innovation and transformation. We are working towards building a workforce that is representative of the community in which we live and that we serve. We are committed to providing equal employment opportunities to all and encourage you to identify your employment equity status in your cover letter. The information you voluntarily disclose will be kept confidential and used solely for the purpose of increasing workforce diversity.

The CMHR is committed to developing a work environment and recruitment processes that are inclusive and barrier-free. Please advise the People and Culture representative if accommodation measures must be taken to enable you to apply and be assessed in a fair and equitable manner.

Intent / Result of process: An eligibility list of qualified candidates may be created as a result of this process. The list would have a retention schedule of six months.

If contacted about this job posting, please advise us if you require any accommodations regarding the interview process.