



WE ARE HIRING!
COME JOIN OUR TEAM!

BUSINESS INTELLIGENCE AND PROSPECT RESEARCH SPECIALIST

CHEO Foundation, Ottawa, Ontario

Full time, permanent

Reports to: VP of Shared Services

Hiring range: \$60,000 to \$63,000

Deadline to apply

August 23, 2024

Click [here](#) to visit our webpage

About the CHEO Foundation

CHEO Foundation is the philanthropic arm of CHEO, CHEO Research Institute and Roger Neilson Children's Hospice. For 50 years, the CHEO Foundation has been the link between these respected institutions and the generous community that financially sustains them.

CHEO Foundation staff are inspired by donors, and the community, who support pediatric healthcare, cutting-edge research and essential services to ensure children and youth can live their best lives.

We are proud to put the interests of kids at the forefront of our decisions and we are intentional in everything we do. We improve by learning from experiences and by being accountable for our outcomes. We take care of ourselves and each other, embrace equity, diversity, inclusivity and indigeneity, and celebrate success as a team.



CHEOkids



CHEOhospital



CHEOvideos

www.cheofoundation.com

What we offer

- Extended Healthcare Benefits
- Defined Benefit Pension (HOOPP)
- Making a Difference in the Lives of Children/Youth
- Competitive Wages
- Flexible Schedules
- Onsite Fitness Centre
- Learning Opportunities
- Inclusive Culture
- Wellness Programs

Job Description

The Business Intelligence and Prospect Research Specialist will lead integrated support for the Foundation's fundraising teams, including the development, implementation, and continuous improvement of data governance, core business rules, and prospect and business intelligence tools. The Business Intelligence (BI) and Prospect Research (PR) Specialist role will work directly with departments to improve systems and processes related to data and information.

The BI and PR role will support departments in the areas of prospect management, research, information management, reporting and data analytics. They will support departments in organizational change management to ensure a smooth transition to new platforms and continued adoption. The Business Intelligence and Prospect Research Specialist will have an in-depth knowledge of how the Foundation's various systems feed data collection and how to best convert data to information. They will be responsible for data reporting activity related to the Foundation.

A passion for studying trends and discovering patterns in donor behaviour is important. Creativity and a proactive attitude will also be important elements of the position as you gain knowledge about the Foundation's donor data and how to best utilize it.

Being a team player who can get along well with coworkers and other stakeholders will be vital when working in this fast-paced environment. You are not daunted by a day that will involve juggling multiple projects while following deadlines.

Essential Functions:

- Perform analysis for a wide range of requests using data in different formats, including forecasting fundraising ROI and the development of data-driven evaluation tools to measure fundraising trends
- Design and develop reports and dashboards (operational, tactical and strategic) to support Foundation strategic decision-making
- Interpret business requirements and determine optimum solutions to meet needs;
- Explore data from various repositories and discover patterns, meaningful relationships, anomalies and trends
- Work closely with the VP of Shared Services to establish KPIs, benchmarks, and determine metrics to measure and qualify fundraising results for the Foundation CEO and executive leadership team
- Participate in workstream planning processes including inception, design, development, testing and delivery of solutions
- Oversee the maintenance of our database and secondary repositories
- Propose informed business intelligence fundraising development strategies
- Work with fundraising leads to establish and maintain business intelligence tools for their teams
- Participate in the inception and implementation of strategic actions for fundraising initiatives and share key findings with department leaders
- Manage the Foundation's prospect research process including the establishment of consistent practices
- Liaise with and help create a positive working relationship between Foundation departments

Qualifications

- Post-secondary education (degree or diploma) in Business Management / Business Administration is an asset
- Knowledge of SQL is an asset
- Minimum three years related experience in Raiser's Edge, specifically working with queries, reports, and exports
- High proficiency with MS office suite including SharePoint and OneDrive
- Excellent sense of analysis
- Ability to work efficiently, independently and in a collaborative environment
- Strong verbal communication skills to interact with various individuals, departments and third-party vendors
- Ability to time manage, prioritize, and multi-task in a busy environment
- Demonstrated attention to detail
- Ability to be highly motivated and adapt quickly to new situations/challenges
- Demonstrated capacity for problem clarification and resolution in relation to business systems and database services
- Ability to plan and manage projects to pre-defined objectives and goals
- Ability to think conceptually, analyze situations and technologies, respond, resolve, identify and allocate priorities
- Demonstrated experience and ability to work with IT consultants, and the ability to forge relationships with service providers, vendors and business personnel at all levels

Application Process

Applications will be accepted until midnight, **August 23, 2024**. Please send your resume with a cover letter to apply@cheofoundation.com with the position title in the subject line. Although we appreciate the interest of all candidates, only candidates invited for interviews will be contacted. No phone calls please.

The CHEO Foundation is an equal opportunity employer. Should you require any accommodations during the application process please notify Human Resources as per the Accessibility for Ontarians with Disabilities Act.