



JOB TITLE: Prospect Research Specialist
LOCATION: PW112 – 700 William Avenue
REPORTS TO: Manager of Database and Research
SALARY RANGE: \$63,500 – \$73,500

The Health Sciences Centre Foundation rallies individual, corporate, and institutional donors in support of HSC Winnipeg—Manitoba's hospital. In partnership with donors since 1976, the HSC Foundation has raised over \$255 million to support the important work of HSC Winnipeg. By inspiring Manitobans to donate, the HSC Foundation enhances patient care and accelerates innovation at HSC through the acquisition of state-of-the-art technology, the development of new clinical spaces, and the promotion of groundbreaking research. Through specific, timely, and essential investments, the HSC Foundation helps to deliver tomorrow's health care, today.

Job Summary

The Prospect Research Specialist supports fundraising success through the identification, research, and qualifying of prospective donors. Working closely with fundraising staff, the role provides strategic research, wealth assessments, relationship mapping, and portfolio analysis to advance major gifts, mid-level gifts, event sponsorship, planned giving, and campaign fundraising initiatives.

Key Duties & Responsibilities

- Research individuals, corporations, foundations, and other organizations to uncover philanthropic opportunities and identify alignment with the Foundation's mission and priorities.
- Proactively identify new prospective donors and partners with the interest and capacity to make a meaningful impact through philanthropy.
- Gather and analyze publicly available information, including charitable giving, professional affiliations, leadership roles, and community involvement.
- Discover and strengthen connections between prospective donors and the organization, including relationships with board members, physicians, volunteers, donors, and community leaders.
- Evaluate prospects based on financial capacity, philanthropic history, affinity, engagement, and potential interest in the organization.
- Prepare insightful prospect profiles, research summaries, and recommendations that help inform fundraising strategies and relationship-building efforts.
- Qualify and recommend prospects for cultivation to philanthropy advisors.
- Partner closely with the Director of Philanthropy to strengthen prospect portfolios and maintain a healthy fundraising pipeline.
- Assist with prospect assignment, portfolio reviews, and moves management processes.
- Track and report on portfolio performance, prospect movement, and fundraising outcomes to support continuous improvement.
- Create reports, lists, and database queries that ensure prospect and pipeline information remains accurate, current, and actionable for the development team.



- Monitor existing donors and key prospects using research tools and alerts to capture changes in wealth, leadership, major business developments, awards, acquisitions, mergers, losses, or legal issues that may inform fundraising strategies.
- Create prospect briefs and provide strategic recommendations while leveraging CRM data to create profiles, reports, lists, and summaries that support donor engagement and fundraising success.
- Support wealth screening initiatives and data enhancement projects.
- Prepare dashboards, reports, and fundraising analytics that support data-driven decision-making.
- Ensure research activities comply with privacy legislation, ethical standards, and Foundation policies.

Qualifications

Education and Experience

- Bachelor's degree in Business, Communications, Information Management, Research, Social Sciences, or a related field.
- Three to five years of prospect research, fundraising, advancement services, market research, analytics, or related experience.
- Experience in health care, higher education, or nonprofit fundraising is considered an asset.
- Experience working with donor databases (Raiser's Edge) and prospect research tools preferred.

Knowledge and Skills

- Knowledge of philanthropy and fundraising principles, practices, and donor engagement strategies.
- Ability to build effective relationships and interact professionally with diverse stakeholders in a customer service-oriented environment.
- Excellent research and investigative skills, with a curiosity for uncovering meaningful insights and opportunities.
- Demonstrated analytical and critical thinking skills, with the ability to assess information and draw informed conclusions.
- Solid understanding of Internet culture, its history, and the resulting issues around information accuracy.
- Sound understanding of the benefits and limitations of AI as a source of information.
- Strong written communication skills with the ability to present complex information clearly and concisely.
- Experience with CRM systems such as Raiser's Edge, Salesforce, or similar donor management platforms.
- Familiarity with genealogy tools and information sources.
- Proficiency with Microsoft Word and Excel.
- Exceptional organizational skills and attention to detail, with the ability to manage multiple projects simultaneously, adapt to changing priorities, and consistently meet deadlines.
- High degree of discretion and ability to manage confidential information.

Miscellaneous

- Some evening and weekend work may be required.
- Access to a vehicle is considered an asset.



Benefits & Perks

The HSC Foundation offers a rewarding, dynamic, and collaborative work environment with a competitive salary, a comprehensive health and wellness benefits package, three (3) weeks of vacation, RRSP matching, a short-term performance-based incentive program, hybrid work model, and an annual professional development allowance.

At the HSC Foundation, you will help make a difference in the lives of thousands of Manitobans and their loved ones.

How to Apply

Please submit your resume and cover letter to hr@hscfoundation.mb.ca by 4:30 PM CST Tuesday, October 27, 2026. Please be advised that only candidates selected for interviews will be contacted.

HSC Foundation is an equal opportunity employer and is committed to providing an inclusive and barrier-free workplace. We celebrate diversity and are dedicated to fostering an environment that values the unique perspectives, experiences, and talents of every individual.

Qualified candidates will be considered for employment without discrimination based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, marital status, disability, or any other characteristic protected by Canadian law.

Accommodation is available on request for candidates taking part in all aspects of the selection process.

If you have any questions or require assistance in the application process, please contact hr@hscfoundation.mb.ca