



TITLE	COORDINATOR, RESEARCH AND MEMBER SERVICES
Unit	Philanthropic Foundations Canada
Reporting to	Director, Member Relations & Research
FT or PT Status	Full-time
Location	Virtual
Start date	Immediately

Position Summary The Research and Member Services Coordinator key responsibilities include: a) Support the development of sector research that contributes to the production of relevant and successful events and learning initiatives, publications as well as topics of interest and pertinence to members in philanthropy, foundation management and grantmaking practice and; b) Support for the development, implementation and management of member relationship strategies (including recruitment, engagement, support and retention).

Key Responsibilities:

- Research topics, trends and issues that are of interest and pertinence to members in philanthropy, foundation management and grantmaking practice;
- Data analysis, preparing info graphics and writing briefs and reports for various audiences including members, government, partners, researchers, public, web;
- Research developments in organized philanthropy both nationally and internationally;
- Co-develop and update resources, databases, tools, publications, policy briefs, learning initiatives and events for PFC members;
- Support membership management processes and CRM systems;
- Contribute to the development and implementation of strategies to promote membership recruitment, engagement and retention and for the promotion of PFC resources and materials;
- Support development and implementation of foundation advisory services and;
- Support thematic projects (e.g. mental health, climate) as required.

Key Tasks

Leadership:

- Contributes to the implementation of the overall PFC strategic plan and priorities;
- Stays abreast of existing member needs and emerging trends and issues affecting the philanthropic community and identifies opportunities to share this information with members;
- Develops expertise on emerging issues;
- Works in collaboration with the Directors to develop a list of research and publication topics and learning tools;
- Support for planning and execution of member recruitment and advisory services strategies and;
- Initiate other research and projects in consultation with Directors.



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Research and Publications:

- Assists in philanthropic data collection, analysis, research and reports including survey and interview initiatives; designs data collection tools; reviews, analyzes and interprets data, identifies key research gaps and opportunities;
- Research developments in organized philanthropy both nationally and internationally;
- Co-creates, edits and promotes publications, policy briefs, learning tools and resources that are of interest and pertinence to members in philanthropy, foundation management and grantmaking practice;
- Conduct market research and sector intelligence that contributes to the production of relevant and successful events and learning initiatives;
- Support membership management processes and CRM systems and;
- Conduct research and co-develop tailored templates, tools, and resources for advisory services.

Experience / Requirements

- Early stage career (3-5 years); pan-Canadian experience and perspective with completed undergraduate or graduate degree in relevant disciplines;
- Demonstrated research experience;
- Excellent written and verbal communication skills in English and working level of French (full bilingualism is a strong asset);
- Experience working with multiple sectors (government, academic, community) and;
- Flexibility of approach and the ability to work as a self-sufficient member of a multidisciplinary team are essential.

FOR MORE INFORMATION

Candidates are asked to please submit both a resumé and a letter of interest to: hr@pfc.ca.

Compensation for this entry level position is \$40,000-\$47,000 and will be commensurate with experience.

PFC is committed to diversity, equity and inclusion in its employment policies and practices. It is dedicated in creating a workplace culture of inclusiveness and welcomes applications from Indigenous peoples, racialized individuals, persons with disabilities, persons of minority sexual orientations and gender identities.

Deadline to apply is March 19. Only candidates selected for an interview will be contacted.