



*Our vision is a Manitoba where no one goes hungry. We operate the largest community food network in the province to alleviate hunger, promote access to nutritious foods, and help support healthier living for Manitobans in need. Join our Crew and help us nourish our communities.*

**Grant and Prospect Researcher**  
**Full-Time,**  
**Salary Scale - \$16.50 to \$24.29 per hour**

**Harvest Manitoba is an outstanding place with employees that care greatly about the work that we do and the people that we work with and serve. We are seeking an outgoing Grant and Prospect Researcher that will work well with our team. Reporting to the Director of Corporate Partnerships, the Grant and Prospect Researcher primary objective is to develop long-term relationships built on a firm understanding of donors' interests, passions, and values.**

***What you will do:***

**Grant Writing/Case for Support**

- Identify and research potential grants
- Write all proposals, budgets, reports, and other ancillary materials.
- Manage existing grants by tracking grants; developing internal reporting systems; writing reports; maintaining excellent historical records; working with staff to ensure each project or program is meeting proposal conditions and expectations.
- Manage grant calendar, track deadlines and the process of applications.
- Plan and oversee the grant process from commencement to submission of full proposals.
- Ensures compliance with funding requirements.
- Point of contact for existing grants and funding partnerships.
- Ensure grant, donor and gift information are up to date and accurate in Donor Perfect.

**Prospect Research**

- Proactively identify new donor prospects using external information, external data mining, extensive relationship mapping, etc.
- Using a broad spectrum of resources, research, organize, and evaluate a prospect's financial capacity, ability to give, inclination to give, charitable interests, and connection to Harvest Manitoba mission & values.
- Produce in-depth, well-written reports on prospects and donors by synthesizing and analyzing information obtained from internal and external sources.
- Develop and implement proactive prospecting methodologies to identify potential supporters and track status internally.
- Track all constituent relationship activity, profiles, research & information in Donor Perfect
- Maintain an awareness of best practices in prospect research, management and pipeline development through ongoing professional development and networking.
- Track and report relationship activity including identification, qualification, cultivation, solicitation, and stewardship of prospective and current donors.

## Development

- Work with/transition to events team when required to support third party events, food drives, peer-peer fundraising etc.
- Assist with Soliciting sponsorships for Harvest's signature events
- Work with Volunteer Services to identify companies with volunteer programs, and to have volunteer services provide company names where new volunteers work

## About You:

- You believe in the dignity of all humans and have a caring, positive attitude.
- Provide a welcoming and appreciative environment, and work to improve the experience of, and ensure the retention of our donors.
- Provide leadership, guidance and mentoring to our volunteers.
- As a member of the Harvest Manitoba CREW, support the team however needed to ensure operational needs are being met.
- Ability to effectively coordinate multiple projects, deadlines, and priorities.
- Clear, professional, and warm communicator
- Professional presence, with a positive attitude and self-starter, the ability to multi-task and prioritize workload
- Experience with managing donor relationships, activations, and the donor cycle
- Demonstrated experience in using databases – Donor Perfect
- Proficient in MS Office (Outlook/Word/PowerPoint/Excel).
- Ability to work with a wide variety of people.
- Valid Class 5 driver's license with a clean driver's abstract.
- Ability to pass a Criminal Record Check & Child Abuse Registry Check.
- Commitment to the organization's vision of accessible, healthy, and sustainable food for all.

**\*\* Applicant's must present official documentation confirming they are fully immunized against COVID-19 along with identification to validate the person's identity as matching the vaccination record provided.**

**\*\* We are open to a hybrid model of working at Harvest Manitoba or from home.**

**Evening and weekend shifts will be required as business levels dictate.**

Application Instructions:

*Apply on Indeed or send an email with your cover letter and résumé to [HR@harvestmanitoba.ca](mailto:HR@harvestmanitoba.ca)*

*We thank all candidates for their interest, however only those selected for an interview will be contacted.*

*Thank you for your interest in Harvest Manitoba.*