TITLE:	Officer, Research & Philanthropy
REPORTS TO:	Senior Director, Campaigns
DETAILS:	Full-time, salaried
VACANCY STATUS:	This posting is for a new vacancy
APPLICATION DEADLINE:	October 30, 2026
START DATE:	TBA
LOCATION:	Toronto Reference Library at 789 Yonge Street. Foundation team members currently operate within a hybrid work schedule
Hiring Salary Range:	$60,000 - $70,000. Salary will be commensurate with experience. Eligible for additional compensation in annual performance bonus. Employer also matches, in part, contributions made to a defined-benefit pension.

Toronto Public Library Foundation: Helping Write the Library's Next Great Chapter

Toronto Public Library Foundation connects the generosity of donors with the limitless potential of Toronto Public Library—the world's biggest and busiest urban public library system. Together, we transform Torontonians' love of the library into vital support for programs, collections, and spaces that help people learn, connect, and thrive. With our donors, we're expanding literacy programs for kids, bridging the digital divide, strengthening civic engagement, and building inclusive, welcoming spaces in every neighbourhood in our city.

Role Summary:

The Officer, Research & Philanthropy supports TPLF's major gift fundraising through prospect research, prospect management, and fundraising data analytics. Reporting to the Senior Director, Campaigns and working closely with members of the Philanthropy and Donor Database teams, the Prospect Research Officer will help identify and qualify prospective donors, prepare research and briefing materials, maintain accurate fundraising data and provide information that supports fundraising strategy and decision-making. This role offers an opportunity to contribute to a significant fundraising campaign as part of a strong and collaborative development team.

Key Responsibilities:

Prospect Research and Pipeline Development

- Conduct thorough and accurate prospect research to identify, qualify and prioritize prospective donors at the major gift level ($25K+), with a focus on individuals and foundations;
- Prepare research profiles and briefing notes for fundraising staff and volunteers, ensuring fundraisers are well informed for meetings and campaign-related activities;
- Support the development and ongoing management of major gift portfolios in collaboration with fundraisers
- Track foundation grant applications, reporting and renewal deadlines and coordinate timely follow-up;
- Monitor news and announcements related to prospects/donors, campaigns and philanthropy;
- Maintain and monitor prospect activity, moves management, and portfolio performance, providing insights that

support effective donor cultivation and solicitation strategies;
- Support the Senior Director, Campaigns in developing and maintaining prospect management standards across the Philanthropy team.

Data Management & Analysis

- Support the tracking of major gift fundraising-related activity in the donor database (Raiser's Edge NXT), ensuring integrity of donor and campaign-related data in Raiser's Edge
- Work with the Senior Manager, Donor Data and Operations to prepare reports, including donor lists, revenue updates and fundraising activity reports related to campaign and major giving
- Collaborate with the Senior Director, Campaigns to analyze donor, prospect, and portfolio data to identify trends, opportunities, and areas for strategic action.
- Participate in the Raiser's Edge working group and collaborate on strategic initiatives that improve donor database practices

Fundraising Support

- Provide research and briefing support for donor events and campaign cabinet meetings, with some administrative coordination as required.
- Support financial tracking and reporting related to major gift and campaign activities, ensuring accurate documentation and budget monitoring.
- Provide coordination and operational support for philanthropy initiatives, campaign activities, donor engagement projects and the broader philanthropy team.

Qualifications & Competences:

Education & Experience

- 3-5 years of experience in prospect research in a non-profit organization or equivalent experience
- Proficiency in Microsoft Office, particularly Excel;
- Experience with a fundraising database such as Raiser's Edge NXT.

Skills & Abilities

- Exceptional organizational skills and attention to detail, with the ability to manage complex information and competing priorities;
- Strong problem-solving abilities.
- Demonstrated ability to analyze and interpret data, identify trends and opportunities, and provide recommendations to inform fundraising strategy and decision-making.
- Strong collaboration and relationship-building skills, with the ability to foster trust and facilitate open, solutions-focused discussions.
- Strong written communication skills with the ability to synthesize complex information into concise and actionable briefing materials.
- Demonstrated self-awareness, integrity, and professionalism in high-pressure and rapidly changing environments.
- Ability to remain composed and adaptable while managing competing priorities and organizational change.

Why Apply?

- You love the library!
- You are passionate about bringing your skills and expertise to the non-profit sector
- You are looking for mentorship from a senior development professional

You will:

- Join a high-performing, mission-driven team committed to enhancing access to knowledge, culture and community in Toronto.
- Work in a hybrid model that supports flexibility and collaboration.
- Have opportunities for professional growth, skills development, and meaningful recognition.

To Apply

Please submit your CV and cover letter in a single PDF to **tplfjobs@tpl.ca**. In the subject line, write: **"Prospect Research Officer – [Your Name]"**. Applications will be reviewed on a rolling basis.

The Toronto Public Library Foundation uses a people-focused approach to evaluating applicants. We do not utilize artificial intelligence during the recruitment process.

The Toronto Public Library Foundation welcomes all people and perspectives and aims to reflect the diversity of Toronto on our team. We are committed to employment equity and diversity and welcomes applications from Indigenous people, visible minorities, persons with disabilities, persons of any sexual orientation or gender identity. Accommodation is available on request throughout the hiring process. Only those selected for interview will be contacted.