



Hôpital général juif
Jewish General Hospital
Fondation | Foundation

**RÉALISER DES
MERVEILLES
VOUS AVEZ
CE DON.**

**WORKING
WONDERS.
YOU HAVE
THAT POWER.**

MANAGER, BUSINESS INTELLIGENCE

The mission of the Jewish General Hospital Foundation is to advance health care and medical research for the people of Quebec by supporting Montreal's Jewish General Hospital, a tertiary-care, McGill University teaching hospital.

The Foundation provides essential assistance to the Hospital to enhance its extraordinary patient care, to further scientific discovery and to acquire the most recent and innovative medical equipment.

We partner with inspired members of the community to implement a wide variety of fundraising initiatives to achieve these ambitious goals.

JOB DESCRIPTION

Reporting to the Managing Director, the Manager, Business Intelligence, is accountable for the design, development, implementation, and maintenance of the Foundation's donor database. Through research and database analysis, the incumbent also provides business intelligence information reports in support of our Development activities.

DUTIES AND RESPONSIBILITIES

- Collect and maintain an inventory of information, resources and records to support the Foundation's Development team and prospect management needs;
- Develop new strategies, recommend, implement processes, policies & procedures and provide training for efficient prospect research activities and related database management;
- Provide in-depth research services including compiling biographical, financial, professional, philanthropic and capacity information on prospects from a variety of sources;
- Respond in a timely way to requests for research and information;
- Oversee for the access and user rights of staff to database and the intranet;
- Responsible for the production of accurate analytical and financial custom and standardized reports on a weekly, monthly or as-needed basis;
- Manage and work closely with a Database Administrator and an Associate Coordinator, specials projects;
- Oversee donation adjustments and updating cheque deposit report folder updates;
- Participate in the reconciliation of recurring donations and manage financial transaction accounts. Import online donations to the database;



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- Manage and collaborate in the processing of donations coming from donations of shares and from community partners;
- Other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree in Computer Science or a related field.
- Experience of at least five years in a similar position.
- Excellent verbal and written communication skills in French and English.
- Advanced knowledge of Excel and Outlook
- Expertise in configuration management, requirements analysis, system analysis, functional analysis, software building, and version control
- Proven experience in quality assurance testing with a focus on customized software and hardware integration.
- Demonstrated aptitude for analyzing and interpreting data and for synthesizing complex information from multiple sources
- Strong sense of time deadlines and ability to work in a fast paced environment
- Organization, communication and time management skills
- Highly detail oriented with a critical degree of accuracy.
- Knowledge of the not-for-profit sector is an asset.
- Knowledge of Raiser's Edge is an asset.
- Ability to adapt quickly to changing situations or priorities.

WORKING CONDITIONS

- Regular full-time position (35 hours/week)
- Competitive salary
- Health, dental and pension plan coverage

HOW TO APPLY:

Please send your CV to andre.giroux@jgh.mcgill.ca.

We thank all applicants for their interest. Only those applicants selected for an interview will be contacted.

