

CALL FOR
APPLICATIONS

BUSINESS INTELLIGENCE COORDINATOR
BNP PHILANTHROPIC PERFORMANCE

TALENT & GOVERNANCE SERVICE
BRINGING EXPERTISE AND BOLDNESS

BNP's commitment to talent & governance



BNP Philanthropic Performance is committed to the success of its recruitments, since they contribute directly to strengthening the capacities of our philanthropic ecosystem. We work for our organization, our clients, and our talents to create value-creating links that will lead to lasting relationships based on a mutual understanding of the expectations and intentions of each party.

We take the most objective approach possible and try to eliminate any possible bias in our recruitment tools and processes so that each talent is treated fairly. We guarantee a discrimination-free process.

We are also committed to keeping talent informed of their progress through the recruitment process and providing constructive feedback for their professional development.

BNP Philanthropic Performance

BNP Philanthropic Performance is a philanthropic management consulting firm operating across Canada. We help organizations bring their mission to life, meet their challenges, and realize their projects by developing effective philanthropic strategies that increase their revenues and enable them to be an efficient engine of change for their communities.

BNP Philanthropic Performance is seeking applications for a permanent position in its Research Department, located primarily at the company's head office in Montreal, but which is easily adapted for telecommuting.

Profile sought

Are you curious? Do you want to make sense of what you are looking for? Do statistics and data challenge you and you're not afraid to go beyond what is written and use your own judgment? Do you like to share current and relevant content with your colleagues?

If you are known for your intellectual curiosity, your sense of organization and responsibility, have a very good capacity for analysis and precision, demonstrate good judgment and autonomy and have an attraction for process optimization, we want to meet you.

Location

Head office in Montreal and adapted for telecommuting.

Functions, Expectations & Benefits

Working with the Vice President of Operations and Human Capital, the Business Intelligence Coordinator is responsible for searching for, obtaining and organizing information in order to produce documents required by internal and external clients and according to high quality standards.

This person will:

- Research and analyze data related to the projects of clients served by BNP (education, health, arts and culture, community, environment, heritage preservation, etc.).
- Develops analytical models, comparison statistics and classification of donors and volunteers, including database analysis, performs required analysis, evaluates methods used and recommends any necessary changes.
- Prepare research files on prospective leaders and donors, including contact information, stakeholders, donation and sponsorship policies, past donations and other relevant information.
- Prepare research files related to information on public funding programs available to clients: eligibility criteria, eligible projects, contact information, stakeholders, and other relevant information.
- Contribute to the maintenance and evolution of information sources and ensure the vigilance in the field.
- Collaborate with a team of collaborators and consultants from all walks of life.
- Contribute positively to the ongoing development of the BNP Philanthropic Performance Research Department.

This person shall have:

- A university degree in statistics, economics, political science, administration, or related fields - a research specialty is an asset.
- 3 to 5 years of professional experience in statistics, research and/or content writing and/or data management.
- Excellent command of French (written, spoken) and English (written, spoken).
- Excellent command of the Office suite (Word, Excel).
- Knowledge of Access, Prodon and/or Donorperfect is an asset.
- Knowledge of the operation of an enterprise resource planning system is an asset.
- Experience in the philanthropic sector is an asset.

In the context of:

- A caring and stimulating work environment.
- A dynamic, multi-generational, multicultural and multi-talented team.
- An organization on a human scale driven by values of boldness, ethics, proximity, innovation, performance and commitment.
- A full-time job with a competitive salary commensurate with experience.
- A benefits package and the possibility of telecommuting.

Desired start date is the week of August 1, 2022.

How to apply

To submit your interest in the position, please send your resume to Esther Tranchemontagne, Vice President of Operations and Human Capital by email at talent@bnppperformance.com.

If this position is not for you and you wish to begin or continue a rewarding career in the philanthropic sector, please feel free to send your resume to be retained by our team.

Diversity, Equity and Inclusion

BNP Philanthropic Performance promotes diversity and respect for differences. We guarantee a process free of discrimination.

In addition, BNP Philanthropic Performance encourages applications from women, Aboriginal people, visible and ethnic minorities, 2SLGBTQ+ and people with disabilities.

If accommodation is required at any stage of the process, please contact us at talent@bnppperformance.com.

Confidentiality

All information received will be treated confidentially and only selected candidates will be contacted.

Professional ethics

The recruitment process is carried out by a team specialized in talent and governance, including members of the *Ordre des conseillers en ressources humaines agréés*. BNP Philanthropic Performance therefore respects the highest standards of professional ethics and complies with the *Code of Conduct - Executive Search Consultants* and the *Code of Ethics* of the Ordre.



Transparency of the recruitment process

We pride ourselves on making our recruitment process transparent to talent. As part of the process, here are the steps involved.

Submitting your application

Send your resume to talent@bnpperformance.com. Your application will be reviewed quickly and you will be contacted if you meet our expectations.

Exploratory interview

We will contact you to schedule an exploratory interview to discuss the organization, the position and your track record.

Selection interview

If your application is selected at the exploratory interview, a structured interview will take place with a recruitment committee.

References

Following your authorization, we may contact your references to discuss your past experiences.

Job offer

Finally, a job offer or contract will be drafted and presented to you, if you have the job within our team.

These steps may be adjusted depending on the context and the evolution of the process. If your application is not retained, we commit to follow up with you.