



## Job posting

# Senior development officer, major gifts

Helping to give all kids the best chance to live a long and healthy life — that's what we do at the Stollery Children's Hospital Foundation. Is that what you want to do, too?

### The position

Reporting to the director, major gifts, the senior development officer, major gifts is responsible for advancing the mission of the Stollery Children's Hospital Foundation by fostering strong relationships with potential and current major gift donors to build philanthropic support for initiatives supported by the Foundation.

Everything we do is for Stollery kids and their families. As a member of our team, you'll work in a trust-based, collaborative culture, with solution-focused team members who encourage ideas, take initiative, embrace change and celebrate successes.

*The Stollery Children's Hospital Foundation is strongly committed to an inclusive, respectful and equitable workplace that represents the communities we serve. We value applicants with a diverse range of skills, experiences and competencies, and especially welcome applications from racialized persons/persons of colour, Indigenous Peoples, persons living with disabilities, LGBTQ+ persons and others who may contribute to the further diversification of ideas.*

### Key responsibilities

Reporting to the director, major gifts, you will:

#### **Manage a portfolio of major gift donors:**

- Advance donors through the donor cycle, identifying opportunities to maximize revenue potential for the Foundation
- Determine interests of donors and identify opportunities to align giving with interests
- Develop and deliver compelling proposals and presentations in solicitation of major gifts
- Develop and manage donor agreements and recognition opportunities in line with Foundation guidelines
- Manage acknowledgement, recognition and stewardship activities of donor accounts to ensure donors are kept in the cultivation/solicitation cycle
- Collaborate with Hospital and Foundation employees to resolve donor-related issues or to maximize opportunities
- Collaborate with all fundraising teams to identify interests that align with the Foundation; support relationship transitions as required
- Ensure accurate donor information is maintained in Raiser's Edge in a timely manner
- Effectively manage a portfolio of 150+ active constituents, with 50 major gift donors who are giving more than \$10,000
- Meet or exceed quarterly targets related to securing donations of \$100,000+

#### **Develop the major gift portfolio:**

- Conduct research to identify potential new prospects for major gifts
- Collaborate with community members to identify and cultivate prospects
- Meet or exceed quarterly targets related to cultivation activity metrics
- Represent the Foundation with potential new accounts and determine interest and fit with the Foundation



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- Pitch prospective new major gift accounts to the director and major gift team
- Secure a minimum of five (5) multi-year gift agreements annually

### Leadership:

- Represent the Foundation's values and leadership competencies at all times, and be an example for others
- Actively promote, participate in and be an ambassador of the Foundation's fundraising activities and events to build relationships and further the work of the Foundation
- Mentor the development officer, major gifts in managing their portfolio, account relationships, promoting and managing accounts, and working with key major gift stakeholders
- Support the director, major gifts in developing appropriate goals, targets and initiatives during the business planning and budgeting processes, ensuring alignment with Foundation goals; develop and maintain key performance indicators and metrics throughout the fiscal year
- Support the director, major gifts by attending required meetings and representing the Foundation internally and externally
- Develop and be accountable to major gift account variance reports
- Keep current on fundraising best practices and environmental trends

### As our ideal candidate, you're someone who is:

- Educated, ideally with a bachelor's degree or diploma in a related field or a combination of equivalent skills and experience
- Able to demonstrate fundraising and/or sales knowledge and has a minimum of ten (10) years of related experience
- Experienced in donor management and implementing successful revenue generation programs
- Experienced in implementing successful major gifts programs in a variety of sectors, with a track record of independently securing gifts of \$100,000+
- Designated as a Certified Fund Raising Executive (CFRE) (would be considered an asset)
- Able to demonstrate strong written and verbal communication skills with the ability to make compelling presentations
- Able to work with a wide variety of personalities and situations with discretion; a confident, insightful and skilled relationship builder
- A strong sales and marketing professional, with the ability to manage a variety of accounts at different stages of development
- Able to demonstrate strong planning and organizational skills; able to translate plans into action
- Curious and resourceful
- Approachable, self-motivated, accountable, flexible, tactful and professional
- Passionate about children's health and building grassroots movements
- Able to thrive in a dynamic, deadline-driven environment, carrying multiple projects at once
- Positive with a solution-focused attitude who can take initiative and work independently
- Able to demonstrate excellent administrative skills, with experience in the Microsoft Office suite of products and Raiser's Edge database management
- Able to work flexible hours, evenings and weekends, and travel as required



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### Additional information

- The Stollery Children's Hospital Foundation requires all employees and new hires to be fully immunized against COVID-19, and to provide proof of this immunization. Employees who cannot be fully immunized on the basis of a protected ground (i.e. medical or religious) may request an exemption.
- Our successful applicant will be required to undergo a background and credit check.

If this position describes you and you're motivated to make a difference in the lives of children, we invite you to submit your cover letter and resumé. This position will remain open until we find a qualified candidate who's a great culture fit.

**To apply, please email: [Jobs@stollerykids.com](mailto:Jobs@stollerykids.com)**

**\*\* Enter "Senior development officer, major gifts" in the subject line.**