

Job Profile

Development Officer, Major Gifts

We are...

- A dynamic fundraising organization committed to raising funds and awareness to enhance health and wellness in our community
- A passionate team of staff and volunteers that have worked together to raise more than \$100 million in the 28-year history of the Foundation
- An organization in a growing community that has just launched an exciting capital campaign project

Summary of Role:

- Cultivates and manages a portfolio of major prospect and donor relationships
- Advances both the capital and annual fundraising initiatives
- Ensures a very high standard of customer service

Reports to:

- Director, Development

RESPONSIBILITIES:

- Assumes primary responsibility for the cultivation and management of a portfolio of qualified major gift prospects for both the annual and capital campaigns
- Employs a moves management system to create and maintain momentum in annual and capital fundraising and ensures all moves are properly captured in the Foundation's database



- Works closely with the Director, Development and senior level volunteers to advance the Foundation's capital fundraising initiatives
- Ensures the preparation of prospect profiles, tailored, personalized funding proposals and briefing notes (solicitation strategies based on research) for each solicitation
- Provides regular written and oral activity reports for Campaign Committee meetings
- Ensures campaign volunteers are properly prepared for campaign calls through pre-solicitation briefing sessions that include role playing
- Facilitates donations of gifts of securities and works with the Director, Finance as appropriate
- Works with the Director, Development and the Development Assistant to complete the medical staff solicitations of the Hospital Family campaign
- Assists with the development of annual, capital and strategic plans, as appropriate
- Assists in the development of a thoughtful recognition system for donors to the capital campaign
- Liaises with the Donor Relations Coordinator to execute major donor recognition and cultivation events, as required
- Assists in the development of policies and procedures, as related to major gift fundraising
- Ensures adherence to CRA regulations and Foundation policies
- Ensures a very high standard of customer service
- Other duties as assigned by the Director, Development or Executive Director

EDUCATION AND EXPERIENCE:

- A Bachelor's degree and/or fundraising training; CFRE is desirable
- 5+ years direct and progressive fundraising experience with a demonstrated record of successful major gift or planned giving fundraising
- Participation in a capital campaign is an asset



CORE COMPETENCIES

- Attention to Detail
- Communication
- Cooperation/Teamwork
- Customer Service
- Decisive Judgment
- Innovation
- Job Knowledge
- Quantity of Work/Time Management
- Reliability/Flexibility
- Staff Development
- Values and Ethics

KNOWLEDGE, SKILLS AND ABILITIES

- Sound knowledge of major gift and capital fundraising principles
- Exceptional interpersonal skills, including good judgement, diplomacy, sensitivity, and tact
- A collaborative spirit and ability to work effectively as part of a team
- Demonstrated initiative and commitment to following through on responsibilities
- Strong ability to analyze, plan, initiate and complete projects in a timely manner
- Comfortable making cold calls
- Comfortable with public speaking
- Ability to periodically work nights and weekends
- Proven success in building and maintaining donor and volunteer relationships
- Proven success in leading senior level volunteers in major gift work
- Exceptional written and oral communication skills
- Strong attention to detail



- Excellent multi-tasking and time management skills
- Proficient in the use of Microsoft Office suite
- Working knowledge of Raiser's Edge database
- An understanding of the issues related to fundraising in a healthcare setting
- Knowledge of Mandarin or Punjabi an asset

Applicants should send a resume and cover letter including salary expectation by February 19, 2016 via email to **Jim Bindon - Director, Development** at jim@pahfoundation.ca.

