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Position Summary:

Under the direction of the Managing Director, Philanthropy at The Neuro, the Associate Director- Major Gifts develop, plan and implement strategies for identifying, cultivating, soliciting, closing and stewarding special, major and planned gift donors at The Neuro. The incumbent also plays an active role in the major Campaign, contributing fundraising knowledge and strategy at a senior level and providing guidance and support to campaign cabinet volunteers. The Associate Director Major Gifts works in a motivating and collaborative team-spirit environment within The Neuro Philanthropy team whose goal is to raise funds for clinical and research needs, ultimately making an impact for patients with neurological diseases.

Primary Responsibilities:

Frontline fundraising

- Manage a prospect portfolio of donors (approx. 100) and carry out significant steps in accordance with a strategy designed to result in increased philanthropic support for The Neuro and its *Brains Need Open Minds* Major Campaign objectives.
- Develop, plan and implement individual strategies for identifying, cultivating, soliciting, closing and stewarding special, major and planned gifts.
- Identify, cultivate, and solicit prospects capable of contributing major gifts of \$100,000 or more. Through personal visits and contacts, identify and qualify individuals, Foundations and corporations to determine capacity, inclination and interests in providing special and major gift support. Evaluate and recommend appropriate next steps for newly qualified potential donors and current donors.
- Develop major gift fundraising strategies, timetables, and progress reports to secure gifts of \$100,000 or more from top prospects and existing donors in the donor pyramid portfolio. This includes working closely and collaborating with Campaign Cabinet volunteers, key executives, researchers and clinicians at The Neuro.
- Effectively communicate The Neuro's clinical and research priorities to prospects and donors.

Volunteer management

- Guide and support 4-5 campaign cabinet volunteers in fundraising practices, and in developing strategies in order to successfully engage a maximum number of donors and contribute to the \$200M financial goal of Brains Need Open Minds campaign.

- Identify and introduce new volunteers to The Neuro and engage them on our campaign cabinet

Management

- Manage and coach a major gift Advancement Officer to reach their full potential and execute their responsibilities successfully.
- Participate in the recruitment and the training of new staff, and in establishing performance standards/ evaluation for direct reports.

Communications

- Work closely with the Communication team to ensure consistent campaign/brand messaging and create awareness for the Neuro.

Strategic development

- Undertake special projects

Other responsibilities

- Participate in McGill's (UA) Prospect Management System; ensure relationships with prospects and donors are managed and recorded in timely and appropriate contact reports, recording of proposals, etc.
- Liaise with UA colleagues to ensure prospect clearance and good coordination in the execution of her/his mandate.

Other Qualifying Skills and/or Abilities

- Minimum of 8 years of experience in fundraising: Major campaigns, major gift solicitation, prospecting, stewardship, volunteer management (healthcare experience an asset).
- Donor focused with a demonstrated ability to build constructive and effective relationships.
- Experience engaging individuals, corporations, and foundations at all stages of the donor cycle.
- Experience working successfully with fundraising volunteers.
- Respected by your colleagues, and known to do what is best for donors and the organization.
- Strong planning, organizational, priority-setting, problem-solving and strategic thinking skills are essential.

Minimum Education and Experience:

Bachelor's Degree 5 Years Related Experience /

Annual Salary:

(MPEX Grade 07) \$82,150.00 - \$102,690.00 - \$123,230.00

Hours per Week:

33.75 (Full time)

Supervisor:

Managing Director Development

Position End Date (If applicable):

Deadline to Apply:

2023-03-15

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