

Job title: Major Gifts Officer
Department: Major Gifts & Planned Giving
Immediate supervisor: Director, Major Gifts & Planned Giving

Job Summary:

This individual will play a key role in the Major Gifts Team. Their primary responsibility will include securing gifts from individuals, foundations and corporations for the Foundation's major gifts program. Reporting to the Director, Major Gifts & Planned Giving, the incumbent will be responsible for qualifying, cultivating, soliciting and stewarding major gift prospects and donors. In addition to maintaining high-quality relationships with various stakeholders, the person will ensure courteous and professional relations with all internal team members.

The Major Gifts Officer ensures that through his actions and in his work the following principles are brought to life: honesty, confidentiality, respect, fairness and equality.

The Major Gifts Officer will work closely with his/her manager and the Senior Advisor, Major Gifts and Planned Giving, as well as with other team members in the following areas:

Main Responsibilities

Donor development & Fundraising

- Manage a portfolio of potential and active major gift donors composed of individuals, foundations and corporations.
- Participate in the development and implementation of a cultivation strategy for major gifts (\$10,000 and over) in support of Douglas Foundation priorities and initiatives.
- Identify and qualify individuals to determine capacity, inclination and interest in supporting major gifts to the Douglas.
- Participate in the growth of the Douglas' Annual Fund by soliciting current donors, reactivating lapsed donors and acquiring new leadership donors through face-to-face meetings, emails and phone calls.
- Participate in engagement/stewardship events.
- In collaboration with the Communications Advisor, Major Gifts and Planned Giving, participate in the preparation and drafting of various documents and correspondence related to development activities.
- Manage the data integrity of the client-server database software (DonorPerfect) by filing timely and appropriate contact reports, recording of proposals, etc.
- Keep abreast of trends in philanthropy and attend training sessions as needed.
- Undertake special projects as assigned.

Management of volunteer ambassadors

- Training, managing and retaining the board of young ambassadors
- Set development objectives and activities for the board of young ambassadors
- Collaborate with the President of the Foundation in building relationships with and aiding in the management of the Douglas Board of Trustees, including Board fundraising initiatives

- Accompany and support leading donors during presentations within their networks or at events benefiting the Foundation
- Establish and maintain long-term, regular relationships with clinicians, researchers and hospital staff
- Other related tasks.

Qualification and competencies

Competencies

- Personal integrity, sound judgment and a client-centered approach.
- Ability to manage confidential information professionally.
- Ability to work in a fast-paced environment and to manage multiple projects simultaneously.
- Reliability and strong work ethic.
- Excellent interpersonal skills.

Qualifications

- Previous fundraising experience (3 years or more), with a proven track record of meeting and exceeding targets.
- Proven experience in bringing in \$25,000 gifts and higher in a variety of contexts.
- Fully bilingual (French and English).
- University degree in philanthropic management or other combination of education and experience relevant to the position Certificate in philanthropic management or CFRE (Certified Fundraising Executive) (an asset)
- High level of skill and experience using fundraising software and/or other customer relationship management (CRM) systems. Knowledge of DonorPerfect software (asset)
- Computer proficiency in using the MS Office suite (Word, Excel, PowerPoint, Acrobat, etc.).

Attitude

- Creativity and curiosity
- Thoroughness, meticulousness and attention to detail
- Fluid and professional communication
- Strong organizational skills
- Strong teamwork skills
- Versatility and flexibility

Job features

- Permanent full-time
- 35 hours per week
- The position allows for hybrid work
- Group health insurance

Applications

Please send you cover letter and CV to fondation@douglas.mcgill.ca and indicate the job title in the subject line.