

Job title: Major Gifts Officer
Organisation : Shriners Hospitals for Children – Canada
Work location : Shriners Hospitals for Children – Canada, 1003 Decarie
Job type : Full time

The *Major Gifts Officer* is a full time position that reports directly to the Director of Communications, Marketing and Donor Development. The *Major Gifts Officer* is responsible for developing and implementing engagement and fundraising strategies to enhance and grow revenue and prospective donors. Paramount to this position is the ability to work with a high degree of independence, and juggle various projects at once, while maintaining a clear view of how each project supports the organization's mission.

The *Major Gifts Officer* is responsible for raising money and tailoring programs to engage the interest and involvement of individuals who are capable of making significant contributions. The *Major Gifts Officer* will also ensure proper stewardship takes place following a gift to maintain the donor's involvement, interest and support.

RESPONSIBILITIES & DUTIES INCLUDE:

- Solicit donations
- Write cases for support
- Establish and manage information tracking processes regarding acknowledgement, recognition, on-going communications and continued cultivation of past and current donors and members to enhance their relationship and increase the likelihood of continued contributions
- Maintain online profiles
- Attends internal and external meetings and community events as required.
- Discovers donor companies' corporate social responsibility and/or workplace giving objectives identify opportunities that align with our mission statement, and work with staff to create engagement initiatives and opportunities.
- Maintain physical donor communication materials and inventory of general development team supplies.
- Answer general development phone inquiries.
- Provide professional assistance and interaction with donors (via phone, computer and face-to-face).
- Provide support when acknowledging appropriate financial and in-kind donations by correspondence.
- Support team to generate development reports from database (sponsors, major donors, individuals, lapsed donor, etc.)
- Solicit in-kind donations for various events

SPECIFIC SKILLS AND ABILITIES:

- Excellent written and oral communication skills that are effective with a diverse range of audiences including board members, volunteers, internal staff, donors, executives, potential funding partners and all constituencies.
- Ability to maintain a high level of confidentiality

- Exceptional understanding of philanthropy as it relates to the not-for-profit organization and a wide and deep knowledge of fundamental disciplines of resource development
- The ability to work independently and as part of a team; detail-oriented, well organized, focused and goal-oriented, with a high level of initiative and energy, as well as problem-solving skills.
- Prior experience in a database management system is an asset
- The knowledge and ability to create, execute and/or support, and oversee a comprehensive donor acknowledgement and recognition plan, including advising on complex and carefully orchestrated cultivation events and programs for the major donors.

BASIC QUALIFICATIONS :

- Bachelor's degree (or equivalent) with a minimum **two** years of nonprofit donor relations experience.
- Proficient in Microsoft Office, including Word, Excel and PowerPoint
- Excellent verbal, written and digital communication skills

Please send your résumé and a letter of intent before February 26, 2021, to the human resources department at recrutement@shrinenet.org.

Shriners Hospitals for Children – Canada supports the principle of equal access to employment and invites women, members of visible minorities, ethnic minorities, persons with disabilities and Aboriginal peoples to apply.

NOTE: The masculine gender has been used for brevity and includes the feminine gender.