



Major Gift Officer

Tired of commuting into Toronto?

This is your opportunity to work close to home in Durham Region. We are seeking an experienced major gifts fundraiser excited to apply their experience and skills to fuel the growth of our agency. The successful candidate will create inspiring partnerships with philanthropic donors, corporations and foundations. This position is your opportunity to join a growing organization who is making a vital impact in the community.

Position Description:

The Alzheimer Society of Durham Region (ASDR) is a charitable organization committed to improving the quality of life for those living with Alzheimer's disease or a related dementia and their care partners and families. Reporting to the Executive Director, the Major Gift Officer ("MGO") plays a key role in supporting ASDR's strategic direction for fund development to maintain and grow the donor base within the major giving & planned giving portfolio. This includes the identification, cultivation, solicitation and stewardship of individual and corporate donors and foundations. This role requires someone with strong relationship management and a passion for building internal and external relationships with the ultimate responsibility of raising funds for specific programs and needs of the Alzheimer Society Durham Region.

Primary Responsibilities:

- Develop a comprehensive fundraising plan that incorporates annual giving, major gift & planned giving;
- Solicit, build and manage a portfolio of active major gift and planned giving donors and prospects
- Conduct prospect research to identify new donors
- Develop and implement appropriate cultivation strategies to acquire new donors and the renewal of lapsed donors
- Help transition donors to higher levels of giving
- Augment the reach of ASDR with a stewardship program aimed at cultivating deeper ties with donors
- Implement a donor acknowledgement & recognition plan;
- Develop and implement cultivation and stewardship plans for planned giving donors and prospects
- Have primary responsibility for development and execution of all funding proposals; write and archive all proposals with a long-term relationship-management approach
- Monitor all donor information through Raiser's Edge and forecast statistical analysis to the ED and the Board.
- Manage volunteer networks that assist in the identification, cultivation and solicitation of prospects
- Attend donor meetings and events:
- Work in collaboration with the Manager of Events/Communication to ensure a coordinated approach to donors and sponsors of ASDR events;
- Provide support and attend ASDR special events as required

Qualifications:

- Undergraduate degree and/or proven track record with minimum of 3 years' experience in major gift fundraising
- CRFE designation is an asset
- Demonstrated success in one-to-one personal gift solicitation and legacy giving;
- Dynamic, adaptable to change and enjoys working in a community based environment
- Results driven and client-focused professional with the ability to solicit, negotiate, maximize and close major gifts and to identify and develop relationships with new prospects
- Familiarity with the philanthropic community in Durham Region is an asset.
- Sound knowledge of fundraising principles and practices
- Experience using research best practices/tools/search engines for prospect identification
- Excellent communicator, verbally & written, who is able to interact with top donors and maintain a high level of confidentiality
- Demonstrated ability to manage and motivate others and to work autonomously and as part of a team with excellent interpersonal skills and savvy
- Ability to identify, recruit and manage a network of key fundraising volunteers
- Strategic thinker with an ability to develop and implement plans and carry on multiple projects simultaneously
- Excellent problem solving, priority setting, analytical and organizational skills with an attention to detail
- Willingness to participate and assist in other areas of Fund Development, when necessary
- Proficiency in Microsoft Office Suite and a sound working knowledge of Raisers Edge and records management
- Ability to work evenings and weekends as required to meet the requirements of the agency

Travel Requirements

- Must have driver's license, an insured vehicle and be able to travel throughout Durham Region and the GTA

To apply:

Aspiring candidates are invited to submit a résumé and cover letter that demonstrates your successful track record in gift acquisitions and planned giving, over the past five years.

Please submit your résumé and cover letter to: jobs@alzheimerdurham.com quoting "Major Gift" in the subject line. Please indicate salary expectations in your cover letter.

Closing Date: Friday, August 10th, 2018 at 4:00 p.m. or until an appropriate candidate is retained.

We thank all who apply, but only those selected for an interview will be contacted.

ASDR is committed to fostering a workplace that is both inclusive and representative of the communities we serve. To meet these objectives, we invite all qualified candidates from diverse backgrounds to apply.