

## Development Officer, Leadership Giving

### Job Description

Reporting directly to the President and CEO, the Development Officer, Leadership Giving is responsible for ensuring success in the Niagara Health Foundation's Leadership Giving Program. The Development Officer is responsible for advancing the mission of Niagara Health Foundation by fostering relationships with friends and donors, and generating philanthropic support from individuals, corporations and foundations by managing a portfolio of donors and prospects.

This position requires in-office attendance.

### Roles and Responsibilities

#### General Responsibilities

- Manages portfolio of Leadership Giving prospects through the donor cycle, and conducts one-on-one visits with prospects to secure donors and funds;
- Assists in the development and implementation of cultivation, solicitation and stewardship strategies for Leadership Giving, including soliciting prospects and providing the strategy and support for others to solicit prospects to maximize the opportunities for fundraising success;
- Works in collaboration with the Development Team and Foundation staff to set goals and develop plans, and supports the Team to ensure all members are actively engaged in the Foundation's development;
- Ensures timely and accurate maintenance of gift, solicitation and donor information in Raiser's Edge database, including tracking and fulfillment of pledges; donor recognition activities and receipting and timely acknowledgement;
- Ensures all gifts are received in accordance with Foundation policies and procedures;
- Develops all types of events for publicity, fundraising and information purposes;
- Develops, evaluates and implements communication strategies and programs;
- Publicizes activities, workshops, meetings and other events for fundraising or informational purposes;
- Performs administrative tasks;
- Works closely with other areas of the Foundation to develop donor relations plans and to maximize leadership gift opportunities;
- Assists in the preparation of brochures, reports, newsletters and other material;
- Prepares and/or delivers educational, publicity and information programs, materials and sessions;

Phone: 905-323-FUND (3863) | [foundation@niagarahealth.on.ca](mailto:foundation@niagarahealth.on.ca) | [www.NiagaraHealthFoundation.com](http://www.NiagaraHealthFoundation.com)

**Welland (Head) Office:**  
65 Third St.  
Welland, ON  
L3B 4W6

**Niagara Falls Office:**  
5546 Portage Rd.  
Niagara Falls, ON  
L2E 6X2

**St. Catharines Office:**  
1200 Fourth Ave.  
St. Catharines, ON  
L2S 0A9

**Port Colborne Office:**  
260 Sugarloaf St.  
Port Colborne, ON  
L3K 2N7

- Designs market research questionnaires;
- Prepares funding applications; and
- Develops marketing strategies

#### Qualifications and Experience

- University degree or College diploma in business or equivalent fundraising experience;
- Minimum three (3) to five (5) years of extensive relationship building experience in a fundraising environment;
- Strong knowledge of Raiser's Edge;
- General knowledge of Windows and Microsoft Office, and Internet proficiency;
- Excellent communication and relationship building skills with an ability to prioritize, negotiate and work with a variety of internal and external stakeholders;
- Superior organization and time management skills;
- Excellent writing, research and presentation skills;
- Demonstrated analytical skills;
- Strong attention to detail; and
- Knowledge of CRA guidelines and official tax receipting process.

#### **Remuneration**

The compensation package for this role includes base salary, comprehensive health insurance (medical, dental and vision), life insurance and disability coverage, defined benefit pension plan, paid vacation time, wellness programs, employee assistance program and professional development opportunities.

Phone: 905-323-FUND (3863) | [foundation@niagarahealth.on.ca](mailto:foundation@niagarahealth.on.ca) | [www.NiagaraHealthFoundation.com](http://www.NiagaraHealthFoundation.com)

**Welland (Head) Office:**  
65 Third St.  
Welland, ON  
L3B 4W6

**Niagara Falls Office:**  
5546 Portage Rd.  
Niagara Falls, ON  
L2E 6X2

**St. Catharines Office:**  
1200 Fourth Ave.  
St. Catharines, ON  
L2S 0A9

**Port Colborne Office:**  
260 Sugarloaf St.  
Port Colborne, ON  
L3K 2N7