

## Development Officer, Major Gifts

Reporting to the President & CEO, the Development Officer, Major Gifts is responsible for ensuring success in the Foundation's Development Program. The Development Officer, Major Gifts is responsible for advancing the mission of Niagara Health Foundation by fostering strong 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.

### Role & Responsibilities

- Manages a portfolio of major gift and planned giving prospects through the donor cycle utilizing principles of relationship-management and personally conducts a pre-determined number of one-on-one visits with prospects on a yearly basis to secure donors and funds;
- Assists in the development and implementation of cultivation, solicitation and stewardship strategies for major and planned giving prospects in adherence with "best call strategy." This involves personally soliciting prospects for major and planned gifts (both outright and deferred), as well as providing the strategy and support for others on the Development team 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;
- Works with the Development Team to prepare and update fundraising materials, including brochures, websites and forms;
- Moves top prospects through the donor cycle by managing leadership team and selected volunteers, including the preparation of strategies and briefing notes for calls, and completion of call follow-up;
- Works closely with other areas of the Foundation to develop donor relations plans and to maximize major and planned gift opportunities;
- Develops and executes strategic plans for engaging donors and prospects through visits, calls and events to achieve the highest level of support from all donors across Niagara, through confirmed current or deferred types of gifts;
- Provides a timely, thoughtful and professional response to all major and planned giving donation inquiries received by phone, direct mail, email and surveys. Develops a follow-up plan, implements relationship management strategies and timetables for both prospects and donors; and
- Assists in other duties as required in furthering the goals of the Development team and the Foundation.

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### **Community Relationships**

- Ensures that all donors in the portfolio are recognized according to the donor recognition vehicles within Niagara Health Foundation for Niagara Health.

### **Administration & Technology**

- Ensures timely and accurate maintenance of all gift, solicitation and donor information in Raiser's Edge database, including tracking and fulfillment of pledges, donor recognition activities and receipting, and timely acknowledgement.

### **Qualifications & Experience**

- University degree or College diploma in business or equivalent major gift experience;
- Minimum five (5) years of extensive relationship building experience in a fundraising environment;
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders;
- Excellent writing, research, communications and presentation skills;
- General knowledge of Windows and Microsoft Office, and Internet proficiency;
- Strong knowledge of Raiser's Edge or equivalent fundraising database;
- Strategic thinker, attention to detail and strong program management skills;
- Personal qualities of integrity, credibility and dedication to the mission of the Niagara Health Foundation;
- Member of CFRE and/or CAGP considered an asset; and
- Achievement of or working towards CFRE designation preferred.