Development Officer, Major Gifts & Grants
Niagara Health Foundation

Position Summary

Reporting to the Director of Development, the Development Officer, Major Gifts & Grants is responsible for securing philanthropic support through major gifts, planned giving, and foundation grants that advance the priorities of Niagara Health Foundation. The successful candidate will manage a portfolio of donors, prospects, and foundation funders; develop and implement cultivation, solicitation, and stewardship strategies; prepare grant applications and reports; and contribute to the achievement of annual fundraising goals.

Key Responsibilities

- Manage a portfolio of major gift, planned giving, and foundation prospects through all stages of the donor cycle, including identification, cultivation, solicitation, stewardship, and renewal.
- Develop and execute individualized cultivation, solicitation, and stewardship strategies that advance donor relationships and achieve fundraising goals.
- Conduct donor visits, presentations, and solicitation meetings to secure philanthropic support.
- Prepare proposals, gift agreements, briefing materials, impact reports, and other donor-facing communications.
- Collaborate with Foundation leadership, volunteers, physicians, and hospital leaders to maximize fundraising opportunities and donor engagement.
- Respond in a timely, professional, and donor-centred manner to donor and funder inquiries.
- Cultivate and manage relationships with private foundations, family foundations, and grant-making organizations.
- Collaborate with Foundation staff and stakeholders to identify and pursue funding opportunities aligned with organizational priorities.
- Develop, write, and submit compelling grant proposals, letters of inquiry, applications, and supporting documentation.
- Gather information, define funding priorities, and coordinate grant submissions with Foundation and Niagara Health leaders.
- Manage grant timelines and ensure all application, reporting, and stewardship requirements are met.
- Prepare timely and accurate reports that demonstrate project outcomes, impact, and accountability to funders.
- Maintain ongoing stewardship activities that strengthen funder relationships and support future funding opportunities.
- Ensure donors and funders receive meaningful recognition and stewardship in accordance with Foundation policies and donor intent.

- Maintain accurate and timely records of donor, prospect, gift, and grant activity within Raiser's Edge NXT.
- Support the development of fundraising materials, donor communications, case for support documents, stewardship reports, and engagement initiatives.
- Participate in Foundation events, donor engagement activities, and strategic fundraising initiatives.
- Ensure compliance with Foundation policies, ethical fundraising standards, and donor confidentiality requirements.
- Contribute to a collaborative, professional, and high-performing team culture.

Qualifications & Experience

- University degree or college diploma in fundraising, communications, business, public relations, or a related field, or an equivalent combination of education and experience.
- Minimum five (5) years of progressive fundraising experience with demonstrated success securing major gifts and/or grant funding.
- Proven experience developing and managing donor relationships and securing philanthropic investments.
- Demonstrated success in grant writing, proposal development, and stewardship reporting.
- Exceptional written and verbal communication skills.
- Strong relationship-building, presentation, and interpersonal skills.
- Excellent organizational and project management abilities, with strong attention to detail.
- Ability to manage multiple priorities and deadlines in a dynamic environment.
- Proficiency with Microsoft Office 365 and donor database systems, preferably Raiser's Edge NXT.
- Knowledge of fundraising best practices, donor-centred philanthropy, and relationship management principles.
- CFRE designation, or progress toward achieving CFRE designation, is considered an asset.
- Experience in healthcare philanthropy is considered an asset.

Key Performance Expectations

Success in this role will be measured by:

- Achievement of annual major gift and grant revenue goals.
- Effective management and advancement of an active donor and foundation portfolio.
- Completion of donor cultivation, solicitation, stewardship, and grant activities that support fundraising objectives.
- Timely and accurate donor, grant, and fundraising documentation and reporting.
- Contribution to Foundation fundraising priorities, campaigns, and strategic initiatives.