

Your Connection to Wildlife

As one of Canada's largest not for profit leaders in wildlife conservation, research, and advocacy, we are seeking to fill the following position...

Major Donor Stewardship Officer

REPORTING TO: Director, Donor Experience

JOB SUMMARY:

The Major Donor Stewardship Officer assumes a key role in the strategic development of major gift activities including identification, cultivation, solicitation and stewardship of prospects and donors. This position works closely with the Director of Donor Experience and the Chief Revenue Officer to secure funds for the organization by managing a group of assigned, qualified donors (caseload) to establish and maintain a donor cultivation cycle and gift stewardship program to ensure new major donors are developed, looks to opportunities to increase their level of support annually, and maintain a close relationship with the organization.

Personality Profile

The individual applying for this position needs to have a warm, professional, and experienced demeanor. Who can listen relate and understand. That can carry peer to peer conversations and is upbeat and enthusiastic in building and nurturing relationships. The individual exudes a great sense of sincerity and confidence in their communications, and looks to build genuine relationships with donors.

Job Responsibilities

- Develop annual “moves” and solicitation strategy for each prospective major donor based on giving history, preference and information gathered through research
- Develop a contact strategy for donor relations and qualify a group of caseload donors
- Create a plan for each donor that will serve as a foundational communication and marketing plan for each person on the caseload
- Ability to qualify caseload donors that represent the highest giving potential for the organization
- Create individual goals for each person based on the donor's history of giving and the knowledge of that donor's potential
- Prepare written materials, including correspondence, solicitation materials, acknowledgements, and regular communications as part of the stewardship program.
- Create monthly reports as required by management that accurately reflect caseload activity and performance.
- Help develop a donor recognition program
- Perform other major donor activities as required.
- Ability to protect the mission, goals and values of the organization.
- Help plan and coordinate special fundraising initiatives

Qualifications

- University degree or relevant post-secondary education
- Seven years of experience with demonstrated track record of success in major gift fundraising securing gifts in excess of \$5,000
- Stays with current events and is able to conduct peer to peer conversations
- Proficiency making one-to-one requests of donors
- Excellent writing, oral and presentation ability
- Experience planning and supporting major donor events
- Capacity to work in a small team or independently
- Strong time management skills
- Confident with a good sense of humor
- Proficiency in Raiser's Edge
- Ability to travel for donor visits and attending major donor related events.
- A record of successful leadership in the development and implementation of a moves management plan and strategic fundraising initiatives for a Canadian charity
- Proven success in securing major gifts from individuals, foundations and corporations
- Ability to manage people, process, deadlines and budget while adhering to the policies and procedures of the organization and ability to get along with peers, subordinates and management and maintain a positive and constructive attitude while solving problems.
- Excellent verbal and written communication skills;
- Oral fluency in English and French is essential

APPLICATION DEADLINE: May 4, 2018

HOW TO APPLY:

Cover letter and resume should be forwarded to: careers@cwf-fcf.org. Please quote position title that you are applying for in the subject line of your email. Only the candidates who meet the qualifications and experience for the position will be contacted for an interview. We thank you for your interest in the Canadian Wildlife Federation.

AODA Statement for Offer of Employment

Canadian Wildlife Federation "CWF" is committed to accessibility and to protecting the human rights of its employees. In support of this aim, CWF has implemented an accommodation process that provides accommodations for employees with disabilities. CWF will accommodate employees with disabilities up to the point of undue hardship.

The accommodation supports available to employees are laid out in our Accommodation Policy. If your acceptance of the terms and conditions of this Offer of Employment necessitates a specific accommodation because of a disability or a medical need, please contact the Human Resources Department. This ensures that the appropriate accommodations are in place before you begin your employment. Do not hesitate to reach out to the Human Resources Department if you require an accommodation related to a disability or a medical condition at any point during your employment with CWF.