



LEADERSHIP GIVING OFFICER

Posting period: September 27 to October 15, 2021

Salary Range: \$55,000 - \$65,000

Position Summary

Reporting to the Director of Annual Giving, the primary function of the Leadership Giving Officer is to identify, cultivate and solicit leadership gifts from individuals. As part of this role, the Leadership Officer will oversee, advance and formalize the CHEO Foundation's Leadership Giving program.

This role will be focused on attracting gifts in the \$3,000 - \$9,999 range through a combination of personal outreach and more traditional mass targeted marketing efforts. In all activities, this position endeavours to cultivate and steward donors in order to build strong long-term relationships.

About You

You are committed to improving the lives of children and youth by enhancing donor support for CHEO, the CHEO Research Institute and Roger Neilson House through our leadership giving program. You are a dynamic, bilingual professional and an experienced relationship manager who is passionate about pediatric healthcare. You have exceptional interpersonal and communication skills, a minimum of five years fundraising experience and a demonstrated track record of raising individual gifts. You are proficient at using moves management tools to monitor and enhance your interactions. As a creative and strategic thinker, you also have a demonstrated history of meeting strategic targets.

You have a keen interest in talking to donors over the phone, virtually and in person (when it is safe to do so). You are comfortable sharing the impact of a gift while gaining a better understanding of donor motivations to help support further engagement. You also have an appreciation for analytics, and you know how to determine which donors to prioritize.

Primary Responsibilities

- Manage a portfolio of donors and prospects for the purpose of securing support for priority needs at CHEO, the CHEO Research Institute and Roger Neilson House.
- Participate in the execution of the strategic direction, solicitation and stewardship plan for the CHEO Foundation's Leadership Program including the acquisition, retention and stewardship of individual donors between \$3,000 to \$9,999.
- Lead the solicitation of approximately 100 key leadership donors while managing a portfolio of 300+ donors.
- Assist with the coordination of all personalization requirements for leadership asks pertaining to our direct marketing program.
- Track and evaluate the effectiveness of strategies and results relating to the Leadership Program.
- Collaborate with the Prospect Researcher and other fundraising teams for moves management and prospecting opportunities.
- Establish annual projections for revenue, retention rates, average gift, acquisition, etc.
- Collaborate with our Communications team to brand this program, and to develop required messaging and collateral materials.

Qualifications

- University degree/College diploma in relevant field preferred; equivalent experience will be considered.
- Five + years of individual giving fundraising and donor relations experience preferred.
- Ability to plan, develop and implement program specific fundraising plans and procedures.
- High degree of professionalism, maturity and discretion.
- A commitment to team success and innovative thinking.
- Knowledge and experience in direct marketing is an asset.
- Ability to work and build relationship with leadership donors.
- Ability to work in collaboration with internal and external stakeholders of all levels.
- Strong analytical capabilities.
- Experience in a healthcare organization is a definite asset.
- Fluent in both English and French (preferred).
- Fundraising database experience required, ideally with Raiser's Edge NXT.
- Strong written and verbal communication skills in English and French is an asset.
- Ability to manage and coordinate multiple projects in a fast-paced environment.
- Superb organizational skills and attention to detail.
- Proficient in Microsoft Office Programs (Word, Excel, PowerPoint).
- Ability to work independently with minimal direction/supervision.

COVID-19

All references to groups or gatherings refer to a time when COVID-19 restrictions are lifted, and gatherings are once again safe. The CHEO Foundation offices are located in Ottawa. Employees are currently working remotely due to COVID-19 protocols and are anticipating doing so at least until the beginning of 2022.

The CHEO Foundation has a Universal COVID-19 Vaccination Policy that applies to all staff. As a condition of employment, the preferred candidate will be required to provide proof of both their first and second dose of the COVID-19 vaccine. Exceptions will only be made on the basis of disability (medical), creed (religion) or other grounds enumerated in the Ontario Human Rights Code.

Application Process

Applications will be accepted until midnight October 15, 2021. Send your resume with a cover letter to apply@cheofoundation.com. Although we appreciate the interest of all candidates, only candidates invited for interviews will be contacted. No phone calls please.

The CHEO Foundation is an equal opportunity employer, and we are committed to practices that support Equity, Diversity, Inclusion and Indigeneity. Should you require any accommodations during the application process please notify Human Resources as per the Accessibility for Ontarians with Disabilities Act.