



WE ARE HIRING!
COME JOIN OUR TEAM!

DONOR OFFICER, MAJOR AND MID-LEVEL GIVING

CHEO Foundation, Ottawa, Ontario

Full time, permanent

Hiring range: \$64,000 to \$70,000

Deadline to apply

March 21, 2024

Click [here](#) to visit our webpage

About the CHEO Foundation

CHEO Foundation is the philanthropic arm of CHEO, CHEO Research Institute and Roger Neilson House. For 50 years, the CHEO Foundation has been the link between these respected institutions and the generous community that financially sustains them.

CHEO Foundation staff are inspired by donors, and the community, who support pediatric healthcare, cutting-edge research and essential services to ensure children and youth can live their best lives.

We are proud to put the interests of kids at the forefront of our decisions and we are intentional in everything we do. We improve by learning from experiences and by being accountable for our outcomes. We take care of ourselves and each other, embrace equity, diversity, inclusivity and indigeneity, and celebrate success as a team.



CHEOkids



CHEOhospital



CHEOvideos

www.cheofoundation.com

What we offer

- Extended Healthcare Benefits
- Defined Benefit Pension (HOOPP)
- Making a Difference in the Lives of Children/Youth
- Competitive Wages
- Flexible Schedules
- Onsite Fitness Centre
- Learning Opportunities
- Inclusive Culture
- Wellness Programs

The CHEO Foundation is an equal opportunity employer and we are committed to practices that support Equity, Diversity, Inclusion and Indigeneity.

Position summary

CHEO Foundation is recruiting for a dynamic early-career fundraiser who is keen to be a part of a growing Philanthropy team. Working with the team, this role will help build relationships with mid-level and major donors, taking pride in an authentic relationship approach to raising funds for CHEO.

About You

You are passionate about philanthropy and enjoy building authentic donor and internal relationships. You have a keen interest in talking to donors on the phone and in-person to understand their motivations, share impact of their donations and develop a moves management plan to motivate future giving.

You are looking to be inspired from experienced major gift fundraisers and welcome the opportunity to work within a dynamic and fast-paced team that is committed to donor excellence.

You are a stellar project manager who is excited to facilitate donor correspondence and stewardship activities. You are a critical thinker who excels in data management and has an appreciation for data analytics.

You are creative, collaborative, and thrive in a team environment. You are strategic, highly organized, helpful and open to new challenges.

Primary Responsibilities

- Identification, research, cultivation and solicitation of mid-level and major donors and prospects (individuals and private foundations)
- Develop personalized stewardship activities to engage and manage a portfolio of donor relationships
- Assist the team in the execution of effective donor-centred stewardship and solicitation strategies to strengthen relationships including the preparation of proposals, thank you letters, impact reports and gift agreements
- Ensuring gifts are processed and donors are thanked appropriately and promptly
- Preparation and review of basic research and briefing notes to support team call activity
- Participation in regular meetings to review fundraising achievements, monitor fundraising productivity and identify moves management pipeline support to advance fundraising success
- Updating Raiser's Edge (R/E) database in a timely fashion to reflect fundraising activity including visit outcomes, actions, notes, relationship connections
- With Director, Philanthropic Advising manage the team's pipeline and forecasting process
- Work collaboratively with fundraising staff across the Foundation to leverage resources and support best call strategy

Key requirements

- Bilingualism (English and French) required
- Strong conceptual and critical thinking skills
- Outstanding level of organization, accountability and time-management skills
- Fundraising experience with a proven track record of success
- Computer literacy: Raiser's Edge or similar database, Microsoft Word, Microsoft Excel, Microsoft Teams, moves management reporting
- A commitment to advancing equity, diversity, inclusion, and indigeneity

Application Process

Deadline to apply is **March 21, 2024**.

Please send your resume with a cover letter to apply@cheofoundation.com with the position title in the subject line. 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. Should you require any accommodations during the application process please notify Human Resources as per the Accessibility for Ontarians with Disabilities Act.