



UNIVERSITY OF OTTAWA
HEART INSTITUTE
INSTITUT DE CARDIOLOGIE
DE L'UNIVERSITÉ D'OTTAWA

FOUNDATION
FONDATION

Manager, Major Gifts University of Ottawa Heart Institute Foundation

University of Ottawa Heart Institute Foundation (UOHIF)

The University of Ottawa Heart Institute is one of Canada's most distinguished heart health centres providing unparalleled care to its patients, a world-renowned research Institute that brings science from bench to bedside, and the country's main influencer when it comes to preventing heart disease. Its promise remains the very pillar on which it was built: Always putting patients first.

The University of Ottawa Heart Institute Foundation is the bridge that connects the programs, facilities and people who save lives every day, with the individual and corporate philanthropists in our community.

Through the generous support of the community, the Foundation plays a vital role in ensuring that many of the most critical components of world-class care are available. Funds raised are used for much needed equipment, facilities, patient programs, research, and helping an exceptional team of health care professionals advance cardiovascular care and save lives every day.

The Position

Reporting to the Director of Philanthropy, the Manager, Major Gifts plays a essential role as part of the major gift fundraising team. The Manager, Major Gifts position will be responsible for developing a strategy and the portfolio required to identify, close and retain \$5,000-\$50,000 gifts from individual donors while meeting a significant annual revenue goal.

Qualifications

- Minimum of 6 year's fundraising experience in the not-for-profit sector - Major gifts experience required
- Diploma or Degree in related field
- Excellent computer skills with Raiser's Edge proficiency
- Demonstrated track record of successful fundraising in an environment of similar complexity
- Ability to engage key stakeholders in donor visits and to earn and maintain their confidence
- Successful experience closing five-figure commitments
- Ability to collaborate with others in a complex and dynamic organizational environment

- Excellent communication skills, including the ability to write and speak clearly and effectively, with a strong listening ability, and an unusual capacity to engage, inspire and persuade
- Bilingualism will be considered an asset

Duties and Responsibilities

- Establish a strategic and systematic focus on closing \$5,000-\$50,000 commitments from individuals and corporations
- Identify, cultivate, solicit and steward qualified prospects and donors, managing a portfolio of approximately 125 qualified relationships
- Conduct and/or coordinate face-to-face visits, and other activities with donors
- Meet or exceed annual individual revenue goals
- Develop a caseload of active major gift prospects, and carry out strategies for solicitation of these prospects
- Work independently and be self-motivated in initiating contacts with potential donors, organization executives and current donors in peer-prospect identification, visits, and five-figure closings
- Collaborate with team members and colleagues to analyze portfolios and strategize cultivation of individual gifts from corporate partners
- Demonstrate a keen sense of curiosity for donors – seeking to “crack the code” of what compels each donor to give substantially by asking the right questions – and able to personally adapt as needed to meet the needs of donors
- Compassionately articulate the University of Ottawa Heart Institute story
- Manage and oversee the development of compelling proposals
- Manage gift agreements and recognition after closing gifts
- Provide accurate and timely activity and pipeline reports and revenue forecasts

Please e-mail your CV and cover letter to Mary Sue Evans
(MEvans@ottawaheart.ca) by Monday, December 21, 2020.