

Job Title: **Senior Manager, Advancement**
Reports to: **Chief Advancement Office (CAO)**
Classification: **Full-Time, 12-Month Maternity Leave Coverage (with strong possibility of permanent position within the Advancement department)**

Purpose:

As one of Ottawa's largest child and youth-serving charitable organizations, BGC Ottawa provides FREE, subsidized, and cost saving Community-based services, and life-changing programs to an annual average of 4,500 young Members each year. We provide safe, supportive places where all kids and teens, of all backgrounds, can experience new opportunities, overcome barriers, and develop confidence and skills for life. From anti-Racism to Reconciliation to LGBTQ2S+, food security to scholarships to job readiness, our programs battle systemic issues with systemic solutions—equity, acceptance, support, opportunity.

As a growing team that embraces different ways of thinking, abilities, and experiences we aim to make our staff feel safe. We want you to feel heard, respected, and empowered. We believe in our diverse shared power as being the key to serving our members, volunteers, community, and each other with the utmost care.

BGC Ottawa is about building positive and inclusive environments for all.

Position Overview:

This is a full-time, 12-month maternity leave coverage position with a strong possibility of permanency. The Senior Manager, Advancement, is a key member of the Advancement team- a dedicated group of energetic professionals working to support BGC Ottawa's strategic vision to double the Clubs impact by 2024 as a leader in child and youth services in Ottawa.

Reporting to and working with the Chief Advancement Office (CAO), the Senior-Manager, Advancement plays a vital role in pipeline development for major gifts, donor recognition and stewardship, and planned giving.

The Senior-Manager has a direct report, the Database Specialist, who works to support reporting for pipeline development and other key fundraising programs including direct mail, events, and donor communications.

The Senior Manager, Advancement, will focus on building a prospect pipeline with a special focus on:

- Support the Chief Advancement Officer leadership donor prospect cultivation, solicitation, and stewardship.
- Contribute donor communications content through stewardship activities to recognize, inspire and inform current and future partners and stakeholders of the BGCO.
- Collaborate with Advancement team members and marketing and communications staff in the development of proposals, reports and other related collateral for prospects and donors.

- Act as an ambassador for BGCO in the community; support the execution of and attend major donor events and cultivate and steward attendees.
- Develop effective relationships with BGCO program and administrative staff as a representative of the Advancement team.
- Develop annual work plans and budgets in keeping with BGCO's annual targets.
- Assist in the creation of the multi-year and annual Fundraising Plan.
- Contribute to the strategic direction of the department and advise on industry best practises.
- Provide expertise and serve as a role model for colleagues relative to best practices for relationship development and management.
- Commit to key performance targets of meetings and solicitations.
- Demonstrate passion for the role and mission of BGCO.

Responsibilities:

Donor Stewardship & Recognition (45%)

- Ensure that proper recognition and stewardship practices are implemented based on the level of donation and gift direction including but not limited to – thank you calls, impact reporting, and Clubhouse tours.
- Provide strategic and operational expertise in the development, planning, execution and evaluation of Advancement donor communications strategy and plans.
- Collaborate with program staff to organize annual BGCO scholarship donor reception and provide timely reporting to scholarship holders on recipient progress.
- Manage and maintain the directory of naming opportunities for donor recognition across all four (4) of BGC Ottawa's Clubhouse locations.
- Oversee and coordinate two donor thank-a-thon events (Spring/Fall) to continue building excellent relationships with BGC Ottawa donors.
- Implements and enhances donor recognition and stewardship initiatives where appropriate.
- Travel within the Ottawa region when required.

Major gift/Planning Giving Portfolio Management (40%)

- Identifying, cultivating, and soliciting individuals, foundations and corporations for gifts comprised of Top Annual Fund donors (\$500+), Scholarship donors, Planned Giving, Major gift donors, Grants from foundations and other agencies (\$5,000-\$50,000+).
- Actively build and manage a portfolio of up to 250 prospects and previous donors -including individuals and foundations.
- Develop, implement, manage, monitor, and evaluate BGC Ottawa fundraising and stewardship plans for major gifts, mid-level gifts, scholarship, foundation, and legacy giving initiatives
- Manage gift agreements and recognition after closing gifts
- Supervise and ensure accurate and timely activity and pipeline reports and revenue forecasts for quarterly board reports and Advancement team meetings.
- Maintain a comprehensive knowledge of best practices and trends in fundraising and donor stewardship
- Other duties as required

Advancement Pipeline & Prospect Management (10%)

- Develops, implements, and evaluates strategy to cultivate and solicit individual Major Gift and Planned Giving prospects
- Creates and carries out individual prospect/donor plans and associated strategies
- Leads Major Gifts meetings and attends and participates in prospect clearance
- Works collaboratively with relationship managers from across relationship channels on joint cultivation, solicitation, and stewardship activities.

Database & Reporting Supervision (5%)

- Provide accurate and timely reports for prospect research, utilizing Abila Fundraising 50 (FR50) database to capture and report on moves management on donation reports to support major gift pipeline, events, annual fund in a timely way.
- Support the development, implementation, evaluation, and ensure adherence to a standard operating procedure to provide accurate donation tracking and receipting.
- Ensure document information related to major prospects and donors is entered in Abila Fundraising 50 (FR50) database to support reporting and moves management tracking for pipeline development.

Qualifications:

- Exceptional communications skills in English. Ability to communicate in both of Canada's official languages will be considered an asset.
- Proficiency with Microsoft Office, and a demonstrated ability to learn new software applications efficiently. Knowledge of Abila or other fundraising databases is a strong asset.
- Self-directed, motivated and a proactive thinker with an action-oriented mindset.
- Flexible, adaptable, and tolerant of ambiguity with the ability to excel in an evolving organization.
- Highly analytical and detail-oriented with superior time and project management skills and ability to meet deadlines.
- Demonstrated track record of cultivating, soliciting, and closing mid-level gifts
- Proven track record building a donor pipeline, and determining appropriate approach/strategies, including timing, giving interests, and request amount.
- Experience in working with senior volunteers to cultivate relationships, solicit and secure gifts.
- Knowledge of donor communications that support effective fundraising and partnership development.
- Experience developing Letters of Intent, fact sheets, stewardship and recognition pieces, gift announcements, presentations and compelling proposals that inspire and appeal to the interests of prospects and donors.
- Demonstrated experience developing meaningful relationships with people from all walks of life.
- Advocate for children and youth, and passion for major gift fundraising as part of a dedicated, donor centered team.
- Experience working in a team setting and working collaboratively internally and externally
- Ability to work within a flexible schedule, including travel and occasional weekends and evenings.
- Adept at conflict resolution and problem solving.

Required Education/Training:

- College or University degree in a related field or compatible combination of education and work experience.
- Current police record check – vulnerable sector

Compensation: \$65,000 - \$77, 000 (based on experience) plus a benefits package

Start Date: Mid July to early August

How to Apply:

Interested applicants are asked to submit their resume and cover letter through the BGC Ottawa careers page at <https://www.bgcottawa.org/careers/job-board>. Deadline to submit your application is June 15, 2022.

BGC Ottawa is an equal opportunity employer that values diversity. We are committed to providing equal opportunities in employment and to providing a workplace which is free from discrimination and harassment. This means that all job applicants, employees and volunteers receive equal treatment regardless of race, colour, ethnic or national origins, sex, marital status, disability, age, sexual orientation, religion or belief.

Boys and Girls Club of Ottawa welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest in this position however we will only be contacting those selected for an interview.