



PHILANTHROPY OFFICER

PURPOSE

Are you inspired to work for an organization that is leading the charge in breaking down the stigma and discovering the causes and cures for mental illness? Join Us! The Royal Ottawa Foundation for Mental Health raises funds to support the best possible patient care and leading-edge research provided by the Royal Ottawa Mental Health Centre, the Brockville Mental Health Centre and the University of Ottawa Institute of Mental Health Research at The Royal.

THE POSITION

The Philanthropy Officer (PO) is a member of the Royal Ottawa Foundation for Mental Health's Philanthropy & Partnerships team. You will be responsible for the growth of our leadership (mid-level) donor programs, including the Royal Ottawa Foundation's Young Professionals Network (YPN) and Women for Mental Health (W4MH) membership giving societies.

As the PO, you will have a background in fundraising (e.g., annual, mid-level, and/or major gifts) and will be responsible for soliciting and securing corporate, foundation and individual gifts from prospects with a capacity to give \$1,000 – \$50,000. You will be responsible for proactively managing a pipeline of up to 300 donors in all stages of the fundraising cycle. Working closely with senior volunteers, the Philanthropy & Partnerships team and colleagues across the Foundation, you will develop and implement solicitation and stewardship strategies that provide supporters with meaningful opportunities to impact the cause of mental health at The Royal.

As the PO, you are an important contributor to the Royal Ottawa Foundation's culture, driven by inclusivity, collaboration, and our strategic framework. You work well independently and collaboratively with related key internal and external partners.

KEY AREAS OF RESPONSIBILITY:

Fundraising Activities:

- Develop and implement strategies that engage, cultivate, solicit and steward a portfolio of up to 300 individual, foundation and corporate prospects and donors with a capacity to give \$1,000 - \$50,000.
- Manage two membership giving programs, Young Professionals Network and Women for Mental Health, including directly working with volunteer committees to identify, cultivate and secure members, as well as working with the Community Partnerships & Events team to deliver memorable cultivation and stewardship membership events.
- Prepare compelling and strategic fundraising materials including custom acknowledgement letters, membership communications, briefing notes, proposals, stewardship reports and other high-touch correspondence.
- Liaise with the Integrated Marketing & Communications team to develop compelling donor materials, including proposals, stewardship reports and membership materials.
- Liaise with the Campaign Operations & Business Intelligence (CO&BI) team to identify new prospects to support portfolio development including identifying prospects from annual stream with high-potential to upgrade.
- Maintain accurate, professional and current Raiser's Edge records, actions, and prepare accurate reports to monitor and manage fundraising activities.

Strategic Planning & Volunteer Support:

- Assist in annual planning of measurable goals and strategies, to maximize commitments from corporations, foundations and individuals to the Royal Ottawa Foundation.
- With Vice-President, Philanthropy and Partnerships, develop a growth plan for the Young Professionals Network and Women for Mental Health giving circles.
- Coordinate and effectively engage volunteers in the identification, cultivation, solicitation and stewardship of donors, with particular focus on the volunteers associated with the Young Professionals Network and Women for Mental Health.

Foundation Team:

- Develop an understanding of the educational, research, clinical and financial needs and goals of The Royal.
- Actively work toward building cooperative and collaborative relationships with Royal Ottawa Health Care Group (ROHCG) departments, staff and community entities.
- Act as an ambassador throughout the community, positively representing the ROHCG and the Foundation.
- Participate in fundraising initiatives for special events as required from time-to-time.
- Participate and support Foundation, ROHCG, and Institute of Mental Health Research (IMHR) committees and boards as required.
- Operate within the culture and core values of the Foundation.
- Ensure a work environment that is conducive to The Royal's Respectful Workplace policy.
- Other responsibilities and duties as required.

Qualifications & Key Competencies:

- Relevant post-secondary education with a minimum of three years of fundraising experience (front-line fundraising preferred). A combination of relevant education and experience may be considered.
- Bilingualism (English/French) is considered an asset.
- Experience in a campaign environment preferred.
- Knowledge, understanding and commitment to improving the lives of those with mental illness.
- Ambitious and results-oriented.
- Demonstrated experience closing gifts between \$1,000 – \$50,000.
- Exceptional interpersonal skills.
- Demonstrated ability to think strategically, work proactively, and manage competing priorities in a complex environment.
- Excellent organization, planning and time management skills with exacting attention to detail.
- Superb critical and analytical thinking, decision-making and problem-solving skills.
- Strong computer skills, including experience with Microsoft Office software applications and demonstrated knowledge of Raiser's Edge or equivalent.
- A flexible team player able to collaborate with and inspire colleagues and senior volunteers.
- Willingness to work flexible hours, including some evenings and weekends.

WHY WORK WITH US?

Working at the Royal Ottawa Foundation puts you at the forefront of delivering mental health supports for people living in eastern Ontario, including research that has a national and international impact. The Royal Ottawa Foundation is a team of passionate and talented people helping transform the mental health landscape. Our culture is built on respectful collaboration with the common goal of paving a path for the continued advancement of mental health care and research.

The Royal Foundation thanks all applicants. Only those selected for an interview will be contacted. The Royal Ottawa Foundation is a respectful, caring and inclusive workplace. We champion accessibility, diversity and equal opportunity. We welcome all applicants, including but not limited to all religions, ethnicities, LGBTQ2s+, BIPOC, persons with disabilities and all others who contribute to the diversification of ideas.

*If you would like to join a caring, compassionate and dynamic team please click on the link to be redirected to our website: theroyal.ca/careers and apply by **June 21, 2022**.*

Starting Salary Range: \$60,000-\$67,500 commensurate with experience, along with a competitive benefits package and a defined benefit pension.

We are an equal opportunity employer. Upon request, accommodations due to a disability are available throughout the recruitment process.