

MAJOR GIFTS AND PLANNED GIVING OFFICER

The Ottawa Food Bank is one of Ottawa's most highly respected social service agencies. We work in partnership to create a healthier city by empowering people, increasing access to healthy food, and advocating for systemic changes that reduce food insecurity. Established in 1984 to fight community hunger, the Ottawa Food Bank serves the community with respect and dignity, providing healthy, accessible, and sustainable food. Due to an internal promotion, we have an exciting opportunity for a Major Gifts and Planned Giving Officer.

Be a part of Ottawa's best fundraising team! As a key member of our Communications and Development team, you will be responsible for the overall management of programs and relationships related to Major Gifts and Planned Giving. You will develop and implement a strategic planned giving program, a moves management program, and build donor loyalty through effective donor stewardship programs. You will actively seek out new prospect and donor relationships, direct the cultivation and stewardship process, and successfully close gifts when appropriate.

MAJOR RESPONSIBILITIES

- Together with the Director of Communications & Development, establish concrete and measurable goals, benchmarks, and objectives for the programs and be accountable for achieving those goals
- Create strategic major and multi-year fundraising, cultivation, and stewardship plans to ensure goals are met
- Develop, implement, and manage an effective moves management program and build donor loyalty through effective donor stewardship programs
- Cultivate and manage a portfolio of major gifts and planned giving prospects
- Research, cultivate, solicit, and close major gifts with new and existing donors in collaboration with the Director of Communications & Development
- Conduct prospect research to identify and qualify new prospects and opportunities
- Prepare solicitation proposals, gift correspondence, and create reports
- Write policies and procedures for gift acceptance
- Oversee the planning and coordination of all planned giving recruitment and recognition events
- Build and maintain relationships with estate planning professionals to create awareness of our programs and opportunities for legacy giving
- Steward major and planned giving donors through regular and timely communications
- Keep records up to date through Raiser's Edge; provide reporting as needed
- With the support of the Director of Communications and Development, prepare a departmental budget

KNOWLEDGE AND COMPETENCIES

- Excellent communications skills, both written and oral, appropriate to diverse audiences
- Exceptional interpersonal skills and demonstrated ability to build relationships with a variety of stakeholders
- Ability to plan, organize and accomplish multiple projects concurrently
- Experience with working with or participating in a patron board
- A commitment to the values and vision of the Ottawa Food Bank
- Strong proficiency with computer programs including Microsoft Office applications and Raiser's Edge
- Ability to develop and write strong donor proposals
- Ability to work in a team setting
- Detail oriented
- Independent and self-directed
- Ability to maintain composure under pressure
- Demonstrated ability to maintain confidentiality and integrity at all times

EXPERIENCE

- Minimum of 3 years of fundraising experience
- Demonstrated achievement in donor relations and communication, and soliciting and closing major and planned gifts, preferably in the Ottawa market
- Experience working with or participating in a patron board and working with senior volunteers

EDUCATION AND OTHER REQUIREMENTS

Post-secondary education in a related field or an equivalent combination of education, training, and experience. CFRE designation or membership in AFP and/or CAGP is an asset.

WORKING ENVIRONMENT AND TRAVEL

Work is performed mainly in an office environment. The position requires travel within the National Capital Region on a regular basis, and sometimes requires work outside of normal office hours, including occasionally on weekends.

LANGUAGE REQUIREMENTS

Excellent English language skills (verbal and written) are a requirement of the position. French verbal and written language skills are highly desirable.

COMPENSATION

The salary range for this position is \$70,000 - \$90,000 per year, with a hiring range of \$70,000 - \$80,000. The Ottawa Food Bank also provides a comprehensive benefits plan, a Health and Wellness Spending Account, and a Group Retirement Savings Plan.

The Ottawa Food Bank values diversity in our workforce. We invite applications from all qualified persons, including persons with disabilities and members of the 2SLGBTQ+ and BIPOC communities. Please let your recruiter know if you require accommodation at any stage of the recruitment process.

PLEASE APPLY VIA:

<https://theottawafoodbank.bamboohr.com/jobs/view.php?id=54&source=aWQ9MTQ%3D>