

Fund Development Officer, Major Gifts

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Fund Development · Ottawa, Ontario

Are you a true people person with great communication skills and confidence? Do you thrive on meeting revenue goals and other key performance indicators, and are always eager to pick up the phone and meet with our donors face to face to accomplish their philanthropic goals?

Internal/External Posting Notice

Title: Fund Development Officer, Major Gifts

Department: Fund Development

Status: Full-time, unionized

Location: Remote in Canada

Immediate Supervisor: Manager, Annual Giving

Salary: \$62,814 - \$82,659

Level: Band 2

Application Deadline: **November 21, 2022**

Oxfam Canada is an affiliate of the international Oxfam Confederation networked in over 90 countries as part of a global movement for change. Our mission is to build lasting solutions to poverty and injustice with a focus on improving the lives and promoting the rights of women and girls. We work directly with communities, partners and women's rights organizations to challenge the systems that perpetuate inequality and keep people poor. Together we seek to influence those in power to ensure that women trapped in poverty have a say in the critical decisions that affect them, their families and entire communities. That's why we believe that ending global poverty begins with women's rights.

Oxfam Canada offers a generous compensation and benefits program. Our comprehensive employee benefits package includes robust health, dental and wellness benefits, flexible working conditions and generous vacation and other leave provisions. We also offer the opportunity to be a part of our global movement for change! If you are passionate about tackling poverty, inequality and injustice around the world, believe in advocating for women's rights and ending patriarchy, and share our values of Empowerment, Solidarity, Inclusiveness, Accountability, and Courage – we want you on our team!

SCOPE OF POSITION:

Under the direction of the Manager, Major Gifts & Planned Giving (MG/PG), the Fund Development Officer, Major Gifts will implement and coordinate on a major gifts program for active and prospective accounts, as well as blended gifts. This post focuses on activities to attract and support donors identified for a major gifts via qualification, cultivation, solicitation and stewardship. They will initiate and develop relationships with existing and potential major donor individuals and foundation donors across Canada.

The Major Gifts Officer is a true people person with great communication skills and confidence. They thrive on meeting revenue goals and other key performance indicators, and are always eager to pick up the phone and meet with our donors face to face to accomplish their philanthropic goals.

MAJOR RESPONSIBILITIES: (This is not an exhaustive list of duties to be performed) They:

- Under the direction of the Manager, MG/PG, implements the major gifts program to meet program goals and objectives
- Qualifies, builds and manages relationships with between 100-150 existing and potential major donors. Conducts high level bespoke touch points monthly in conjunction with regular personal meetings and visits.
- Contributes to suite of touchpoints within the philanthropic unit for the planned Fiscal Year.
- Adheres to financial goals and monthly touchpoint targets
- Under the direction of the Manager, MG/PG, adjust plans accordingly to meet or exceed revenue goals and objectives based on program performance
- Supporting key volunteers to develop networking and solicitation approaches for current and potential major donors
- Prepares and develops program support proposals, presentations and gift agreements for existing and potential major donors
- Collaborates on restricted impact reports in conjunction with internal stakeholders
- Works with the Manager, MG/PG to prepare and execute detailed annual engagement plans for assigned accounts.
- Coordinates and delivers the of donor/prospect briefing notes for senior volunteers and management team
- Assists in the administration of Major Gift accounts managed by executive leadership
- Leads on own administration via logging of detailed meeting notes into database after all donor interactions.
- Other duties as assigned

REQUIRED KNOWLEDGE, EXPERIENCE & COMPETENCIES:

- University degree or post-secondary diploma or equivalent combination of education and/ or equivalent experience working in fundraising or relevant field
- Five (5) years fundraising experience, with a minimum of three (3) years' experience in a major gifts fundraising role in a charitable or non-governmental organization; CFRE is an asset
- Experience cultivating and nurturing relationships for the long-term
- Thrives on reaching daily goals of outreach, primarily via telephone during introductory phase of transitioning into the role.
- Knowledge, understanding and commitment to global justice, social change, women's rights and gender equality with a preference to experience and a network within this movement

- Proven history of achievement in meeting or exceeding targets at the \$10,000+ giving level
- Superior experience making cold calls, conducting face-to-face meetings with donors, managing senior leadership and working directly with staff within and across departments
- Excellent written and spoken skills in English required; including the ability to effectively communicate complex issues in a concise and easily understood manner
- Possess the ability to organize and prioritize work and manage multiple projects with high efficiency and accuracy;
- Proven capacity to work in structured system as part of team with transparency and accountability
- Strong desire of continued learning
- High proficiency using computer applications including Microsoft Word, Excel, PowerPoint and CRM databases; experience using fundraising databases, specifically Salesforce CRM is an asset
- Ability and willingness to undertake national travel as required and occasionally internationally, sometimes in difficult circumstances
- Willingness to sign and abide by the Oxfam Code of Conduct.

In addition to competitive pay, we offer:

- 35-hour workweek and the ability to work flexible hours
- A hybrid workplace where staff can work from home and the Ottawa office
- 4 weeks paid vacation per year, plus paid office closure between Christmas and New Year
- Extensive health, dental and wellness coverage for you and your dependents
- Paid sick days, and additional time off for personal and care responsibilities
- Pension plan contributions
- Caring, compassionate and supportive work environment that recognizes that work is one of the many responsibilities we have to prioritize in our lives
- Regular opportunities for all staff across Canada to meet – in person and virtually – to learn, connect and grow as a team!

**** MUST be eligible to work in Canada ****

If you don't see yourself reflected in every job requirement listed in the posting above, we still encourage you to apply.

Oxfam Canada is committed to diversity and equity around the globe and in our workplace. All our work is led by three core values: Empowerment, Accountability, Inclusiveness. We welcome applications from: women, Aboriginal persons, persons with disabilities, ethnic minorities, persons of minority sexual orientation or gender identity, visible minorities, and others who may contribute to diversification and share our values. If you are invited to continue the selection process, please notify us as soon as possible of any particular adaptive measures you might require. Applicants are encouraged to share accessibility needs in the application process, and every attempt will be made to accommodate them.

Important Note: All offers of employment are conditional upon signing our strict code of conduct, subject to satisfactory references and may be subject to appropriate screening checks. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for Oxfam Canada.

*For additional career opportunities within Oxfam Canada, please visit **oxfam.ca/employment-opportunities**. Please note that we are not able to offer internships or overseas volunteer placements.*

We welcome you to join our movement – sign up for news and updates today.

We thank all those who apply, however, only those selected for an interview will be contacted.