



Chief Advancement Officer

BGCO is pleased to announce that we are looking for our next Chief Advancement Officer. If you are an experienced and successful fundraising professional with a passion for helping kids, leading a professional and high- functioning team, and are excited about building our communities at the grass roots level, we hope that you will consider joining us as we continue our work to build sustainable funding for our organization.

Why do you want to work at BGCO?

- A flexible, supportive, hybrid working environment.
- A committed, professional, engaged team to lead.
- Access to Clubhouse facilities and programs.
- Competitive salary, pension, and benefits.
- An opportunity to apply your skillset to supporting more than 5000 kids in our communities.

The Challenge:

This role reports to the Chief Executive Officer and works closely with the Executive Leadership Team, Board members, as well as the volunteer Revenue Committee to craft and implement an ambitious fundraising strategy for the organization. The Chief Advancement Officer will also build and shape the internal and external advancement structure and build capacity for continued growth and development success.

The Role – An Overview

Leadership

- Champions the Club's mission, vision, values and strategic direction. Provides clear vision and goals for team members and encouragement to be engaged in the organization as a whole
- Creates a positive and inspiring work environment for team members, enabling them to be productive, engaged and ensuring that their voice matters
- Leads by example and models desired behaviours
- Promotes respect, inclusiveness, and collaboration, resolving issues and conflicts in a timely and professional manner.
- Exhibits care for team members and their engagement, motivation and professional growth through ongoing encouragement and support. Creates climate of trust and loyalty.

Strategic Vision and Management of Fundraising and Donor Relations

- Develops and drives the Advancement plan for the BGCO, working closely with all stakeholders internally and externally to develop and meet the Club's advancement goals and desired outcomes. Ensures all fundraising strategies are in alignment with the overall goals of the organization.
- Develops and delivers a fundraising program that includes major gifts, annual fund, corporate sponsorships, public and private grants, events and annual and planned giving that supports the funding priorities identified in the BGCO strategic plan
- Acts as the lead fundraiser for the major gift portfolio, holding a personal portfolio of high-value prospects and donors
- Provides strategic input into the design and planning of a structured and strategic Annual Giving and Planned Giving Program.

Team Leadership and Advancement Services

- Provides strategic direction and leadership to the Advancement team and is responsible for the recruitment, onboarding, training, coaching and performance management of Advancement staff.
- Plans, prepares and administers the Department's budget, including collaborating with the Finance team to develop a rolling 3-year Advancement revenue plan, ensuring the appropriate support is provided for financial audits and revenue forecasting/reporting.

Advancement Communications

- Serves as the primary spokesperson for the Advancement team with the Executive Leadership Team, Board, and community at large.
- Oversees an integrated Advancement communications strategy that supports the fundraising initiatives and ensures alignment with the BGCO brand.
- Oversees the development of communications and marketing materials that support fundraising programs including a compelling and dynamic case for support highlighting current fundraising priorities.
- Represents BGCO in the philanthropic sector and takes on speaking engagements as appropriate.

Performs other related duties as required.

The Candidate:

Required Education, Training and Experience

- A Bachelor's Degree in a relevant area of study or equivalent combination of education and experience
- 7 years' progressive experience in NFP Management/Senior Fundraising

Demonstrated Skills and Abilities

- Demonstrated success in fundraising, relationship--building and communications
- Excellent interpersonal and communications skills
- Demonstrated success in managing staff and achieving results
- Strong communications and collaboration skills individually and as a member of a team
- Demonstrated success in strategy development and implementation
- Proven ability to work with others in meeting objectives
- Ability to organize and manage a diverse range of assignments and projects with high efficiency
- Excellent attention to detail and analytical skills
- Demonstrated capacity to manage and develop human and fiscal resources including the development of business plans, budgets and reporting
- Excellent knowledge and experience in tracking and reporting systems
- Strong communication skills, both oral and written
- Proven track record of generating considerable revenue and implementing a successful fundraising program
- Experience working with a non-profit Board of Directors and other volunteers
- Knowledge of legislation affecting philanthropy, including Canada revenue guidelines
- Adherence to applicable codes of ethics in fundraising
- Proficiency in MS Office suite, Internet applications, and fundraising software applications (Abila)

Salary: \$120,000 to \$160,000 (depending on experience)

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.

How To Apply

To apply, please see our Careers website at [BGC Ottawa - Careers - BGC Ottawa](#) or by reaching out directly to Laura Milsom, Director, People & Culture for a confidential conversation at lmilsom@bgcottawa.org.