



Leadership Giving Officer

The Royal, Foundation

The salary range for this role is \$53,976 to \$73,008, with the starting salary based on your experience and qualifications. The Foundation offers a competitive benefits package and a defined pension plan.

We value flexibility and collaboration. Our telework program allows staff to work remotely up to two days per week. Team members are onsite at least three days each week – Tuesdays and Thursdays together, plus one additional day chosen by you (with your manager’s approval).

About Us

At The Royal, we’re helping more people reclaim their lives from mental illness and addiction.

When we inspire our community to give, we increase access to innovative treatments, accelerate research, and enable our colleagues across The Royal to deliver better outcomes for patients and their families.

Our Foundation is proud to work alongside a team that has solidified its position as a leader in mental illness and addiction care and research with a local, national, and international reach.

How We Support You

In addition to contributing to meaningful work, we empower our teams to build their futures along with ours, to create a career path that is fulfilling long-term. We remain dedicated to our employees to uphold the values on which the Foundation was built: integrity, respect, and community. You will be mentored and supported by an incredible team of leaders and experts in their field.

About the Leadership Giving Officer

The Leadership Giving Officer (LGO) plays an essential role in advancing the fundraising priorities of the Foundation. As a key member of the Philanthropy team, the LGO manages a dynamic, high-volume portfolio of leadership-level donors and prospects (\$1,000–\$5,000 annually), strengthening donor engagement and generating sustainable annual philanthropic revenue. Through strategic qualification, cultivation, solicitation, and stewardship, the LGO supports a meaningful donor experience while building a strong pipeline toward major and planned giving.

Working collaboratively across Philanthropy, Annual Giving, and Events, the LGO helps ensure donors experience a cohesive and engaging journey with the Foundation. By blending personalized outreach with targeted communications through a scalable “one-to-some” approach, the role deepens donor connection to the Foundation’s mission. It also contributes to integrated fundraising strategies that support revenue growth, retention, and movement through the fundraising continuum.

Bringing a data-informed perspective to portfolio development and donor strategy, the LGO strengthens the Foundation’s donor pipeline and supports a coordinated, donor-centered approach that advances The Royal’s work in mental illness and addiction care and research.

Key Areas of Responsibility

Philanthropy

- a. **Portfolio Management:** Actively manage a significant portfolio of leadership donors and prospects, achieving revenue and activity targets.
- b. **Plan Execution:** Execute annual leadership giving plans to achieve growth, retention, and engagement goals.
- c. **Donor Cultivation:** Cultivate donor relationships through phone outreach, email communication, meetings, and events.
- d. **Named Fund Stewardship:** Manage and steward assigned donors with named funds, ensuring recognition and impact reporting.
- e. **Planned Giving Identification:** Identify leadership donors with potential planned giving interests and collaborate with the Planned Giving Lead to activate said prospects.
- f. **Volunteer Engagement:** Identify leadership giving donors who may be well suited to support the Foundation in a variety of volunteer capacities.
- g. **Stewardship Delivery:** Develop and deliver segmented stewardship plans that acknowledge donor contributions and sustain engagement.

Planning & Administration

- a. **Goal Setting Support:** Support goal setting for the Leadership Giving Program.
- b. **Pipeline Management:** Manage the donor pipeline through qualification, upgrading, and transitions between giving levels.
- c. **Activity Reporting:** Maintain regular reporting on fundraising activity, donor interactions, and forecasts.
- d. **Strategic Planning Contribution:** Contribute to the Foundation's annual planning, budgeting, and strategy initiatives.

Coordination & Knowledge

- a. **Cross-Team Alignment:** Ensure alignment between Leadership Giving and the Annual Giving, Events, and Philanthropy teams.
- b. **Strategic Contribution:** Contribute to program strategy using donor data, portfolio insights, and trends.
- c. **Data-Driven Analysis:** Provide data-driven analysis to strengthen donor retention, engagement, and pipeline movement.

Other Responsibilities

- a. **Compliance and Organizational Safety:** Works in a manner that complies with staff and patient/client safety practices, policies and procedures of The Royal. Adheres to relevant regulations, privacy policies, charitable tax laws, CRA guidelines and ethical industry practices.
- b. **Workplace Conduct:** Ensures a work environment that is conducive to The Royal's anti-racism, harassment, discrimination-free workplace practices. Demonstrates commitment to health equity, values diversity and contributes to an inclusive working environment. Embodies the Foundation's Culture Code, fostering a respectful and inclusive work environment.
- c. **Collaboration:** Participate in cross-team projects, committees, and process improvement initiatives.
- d. **Additional Support:** Perform other related duties as assigned.

About You

- Post-secondary education in fundraising, business administration, communications, or related field, or equivalent experience.
- 3 -5 years of relevant fundraising experience such as annual, leadership (mid-level), or major giving.
- Strong interpersonal, communication, and relationship-building skills.
- Proven ability to manage a fundraising portfolio and meet revenue targets.
- Proficiency with donor databases (Raiser's Edge preferred) and Microsoft Office.
- Strong project management skills with the ability to manage multiple priorities.
- Commitment to equity, diversity, inclusion, and respectful workplace practices.
- Bilingualism (English/French) is an asset.

How to Apply

We thank all applicants. Only those selected for an interview will be contacted. We are 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.

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

All applicants must provide a cover letter and a recent resume that clearly indicates that they meet the required qualifications.

Applications will be reviewed on a rolling basis until the position is filled. To apply, please submit an application on our website: [Leadership Giving Officer](#)