



MAJOR GIFTS OFFICER

Full-Time – Ottawa, ON – Hybrid

THE OPPORTUNITY

Join a team committed to building brighter futures for children and youth in Ottawa. As the Major Gifts Officer, you will be the vital link between our mission of supporting children and youth and generous donors.

ABOUT THE CHILDREN'S AID FOUNDATION OF OTTAWA

The Children's Aid Foundation of Ottawa (CAFO) is the charitable partner of the Children's Aid Society of Ottawa. We raise funds to support programs and services that enrich the lives of children and youth and families. Donations give access to education, enrichment, and essential opportunities for children and youth whose families need extra support.

Guided by a commitment to equity, reconciliation, and community partnership, CAFO is a respected leader in children's philanthropy across the region.

ABOUT THE ROLE

Reporting to the Executive Director, the Major Gifts Officer is responsible for cultivating, soliciting, and stewarding a portfolio of prospects and major donors (gifts of \$5,000 and above). This role is central to CAFO's long-term fundraising growth strategy and plays a key part in expanding our philanthropic community in Ottawa.

KEY RESPONSIBILITIES

- Manage a portfolio of 100+ major gift prospects and donors
- Develop and execute individualized cultivation, solicitation, and stewardship plans
- Conduct personal visits, discovery meetings, and gift conversations
- Collaborate with the Executive Director and Board's Fundraising Committee on principal gift strategies
- Partner with program staff to develop compelling funding proposals
- Maintain timely and accurate records in the donor database
- Prepare briefing notes, case for support materials, and donor impact reports
- Identify and qualify new prospects through prospect research
- Represent CAFO at select cultivation and community events
- Contribute to annual fundraising planning and revenue forecasting

QUALIFICATIONS

EXPERIENCE

Minimum 5+ years in major gifts fundraising or a related development role, with a demonstrated track record of closing gifts of \$25,000+

MISSION ALIGNMENT

Genuine passion for child welfare, equity, and community well-being; understanding of Indigenous relations and anti-oppressive practice is an asset

EDUCATION

Post-secondary degree in a relevant field; CFRE designation or active pursuit is considered an asset

RELATIONSHIP SKILLS

Exceptional interpersonal and communication skills; comfort engaging with high-net-worth individuals, foundation officers, and community leaders

ORGANIZATION & SYSTEMS

Proficiency with a donor management system or CRM; experience with prospect research tools such as iWave

OTHER REQUIREMENTS

Valid driver's licence and access to a vehicle; ability to work flexible hours including select evenings and weekends for special events and meetings as required

COMPENSATION & BENEFITS

SALARY RANGE

\$85,000 – \$100,000

Commensurate with experience

WORK ARRANGEMENT

37.5 hours a week

Hybrid

BENEFITS

Extended health & dental

RRSP matching

Three weeks vacation

Professional development support

EQUITY & INCLUSION

The Children's Aid Foundation of Ottawa is dedicated to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer that encourages applications from all qualified individuals.

HOW TO APPLY

Please submit your cover letter and résumé by April 20, 2026 to:

Sam Laprade, CFRE at: samlaprade@gmail.com

Subject line: Major Gifts Officer – [Your Name]

Applications are reviewed on a rolling basis. Priority review of applications received by **April 20, 2026**.
Only candidates selected for an interview will be contacted.