Director, Major Gifts and Campaigns

BGCO is pleased to announce that we are looking for our Director, Major Gifts and Campaigns. If you are an experienced and successful fundraising professional with a passion for helping kids, working with 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 Advancement Officer and works closely with the entire Advancement Team to create and execute on a comprehensive major gifts fundraising plan, tracking donors and financial targets, evaluating strategy effectiveness, and making required adjustments. Additionally the role will enhance current and create new campaigns initiatives, targeting individuals, corporations and foundations. This role will monitor and evaluate the effectiveness of campaigns and make improvements and changes as required.

The Role – An Overview

Major Gift Fundraising and Campaigns

· Plans, implements, manages, supervises and evaluates the BGCO major gifts fundraising and campaigns initiatives targeting individuals, corporations and foundations.

· In consultation with the Chief Advancement Officer and the Management team, oversees the creation, implementation, management and evaluation of a major gifts strategy aimed at acquiring private funding for the priority projects of BGCO.

· Monitors and evaluates all major gifts activities to ensure that financial goals are met and that activities are delivered cost-effectively, following trends and best practices.

· Strategically engages, supports and works in close collaboration with the senior leadership team, senior volunteer fundraisers and other key stakeholders, to ensure the successful execution of fundraising and stewardship activities.

· Develops, engages and maintains regular interactions with senior leaders, administrators, managers and employees of the various branches of BGCO to coordinate the various fundraising efforts.

· Proactively manages a portfolio of current and potential major donors and ensures a professional, strategic, and coordinated approach to donor identification, cultivation, solicitation, and stewardship activities with all major donors across the region.

· Ensures compliance with privacy and confidentiality standards and CRA rules and regulations related to the treatment of donor information and donations.

· In collaboration with the Marketing/Communications team, oversees the preparation of communications documents for fundraising purposes, including drafting and/or overseeing the production and the preparation of requests and proposals targeting specific individuals, corporations and foundations, as well as gift agreements.

· Oversees and enhances the donor recognition strategies according to BGCO donor recognition policy; implementing special recognition, awareness activities and activation events when appropriate.

· Provides coaching, advice and support to key BGCO volunteers so they can engage with and contribute to the development of the major gifts and campaigns program.

Budget and Revenue Management

· Plans, organizes and manages the financial and material resources related to the Major Gifts and Campaigns Program.

· In collaboration with the Chief Advancement Officer, prepares work plans and sets objectives and priorities for major gifts fundraising and conducts strategic and operational planning to ensure that objectives and scheduled performance measures are met.

· Plans, controls and verifies the fundraising revenue budget and spending associated with fundraising and campaigns activities, including identifying, obtaining and managing material and financial resources and exercising financial authority over program budget.

· Produces financial reports and provides activity summaries for the Chief Advancement Officer.

· Develops and defends annual and/or multi-year forecasts for operating and project budgets, including identifying year-over-year budget implications.

Stakeholder and Partner Relationships

· Provides input into the development of budgets, strategic, operational and human resource plans and BGCO policies and standards.

· Participates in discussions establishing the organizational structure, priorities, strategic/financial plans, goals and objectives.

· Serves on assigned committees to discuss issues of mutual concern and interest.

QUALIFICATIONS & COMPETENCIES

· Significant and progressively responsible experience in fundraising and a demonstrated track record of success in fundraising for major gifts and/or corporate partnerships.

· Experience leading, planning, growing and managing a major gift development program with demonstrated success.

· Experience with capital campaigns will be considered a significant asset.

· Experience in developing and implementing creative winning fundraising and stewardship strategies.

· Superior interpersonal skills to develop and maintain a broad range of relationships as well as engage and inspire stakeholders both internally and externally.

· Experience recruiting, engaging and supporting senior volunteers for fundraising.

· Effective written and verbal skills in English including ability to make oral presentations and lead and conduct effective meetings with a diverse range of constituents.

· Detail oriented and analytical, with experience developing, projecting revenues and managing a budget.

· A demonstrated strong aptitude for teamwork and collaboration.

· A demonstrated high degree of personal integrity, transparency and adherence to ethical fundraising principles.

· Proficiency with MS Office and data management systems.

· A university degree is required or an equivalent combination of education and experience; a Certified Fund Raising Executive (CFRE) designation is an asset

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.

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.

Compensation

$92,000.00 - $110,000.00 per year