

# Career Opportunity



## Major Gifts Officer

***Are you passionate about transforming the lives of Canadians living with disabilities and using your fundraising expertise for meaningful impact and transformative change?***

***Does the challenge of exceeding revenue targets and seeking out new sources of funding excite you? If so, look no further for your next career adventure and join the dynamic Revenue Development team at Lions Foundation of Canada Dog Guides (LFCDG).***

Lions Foundation Canada Dog empowers Canadians living with disabilities to navigate their world with confidence and independence by providing a Dog Guide at no cost and supporting them in their journey together. LFCDG is the only school to train Dog Guides in seven distinct programs and serves 150-200 clients annually while supporting over 1100 active clients across Canada. LFCDG operates out of Oakville, ON, with a breeding and training facility in Breslau, ON, with plans for a new leading-edge facility in 2025.

### **Our Values:**

- **Integrity**
- **Diversity & Inclusion**
- **Excellence**
- **Empathy**
- **Respect**

### **The Opportunity:**

As part of LFCDG's Strategic Plan, which calls for revenue diversification and growth, we are seeking our first Major Gifts Officer. Reporting to the Director of Campaigns, Major and Planned Gifts, the Major Gifts Officer is responsible for identifying, cultivating, soliciting, and stewarding individuals and family foundations. This new role will focus on the growth of major donors.

### **Key Duties and Responsibilities:**

- Develop and implement plans and strategies that identify, engage, cultivate, solicit and steward a major gift pipeline of individual donor prospects with a personal revenue target of \$500,000
- Develop donor solicitation and engagement strategies, preparing strategic fundraising materials including proposals
- Create and implement strategic donor communications including timely acknowledgments, impact reports, e-communication and other material to ensure meaningful gift fulfillment and enhancement of the relationship between donors and LFC.
- Ensure the prospect pipeline is developed and maintained at a level sufficient to achieve LFC's major gift-giving goals.
- Ensure that requests for information from donors and prospects are addressed quickly.
- Engage with donors who are at midlevel giving to build and strengthen relationships with LFC and understand current and future capacity.
- Work with colleagues to coordinate moves management while recording all information in Salesforce
- Analyze and monitor progress towards established goals; recommend adjustments as required in order to meet targets.

- Maintain and provide timely reports on key activity and results to Director of Campaigns and Major Gifts
- Develop and monitor annual revenue and expense budget
- Attends events and speaking engagements to increase awareness and support
- Valid G2/G Driver's License required

**You will bring to the opportunity:**

- Minimum of five years of direct experience soliciting and stewarding individual donors at the \$10,000+ level in a not-for-profit organization
- Possess a passion for philanthropy and a strong understanding of donor relationship management.
- Excellent relationship-building and interpersonal skills
- Superior verbal and written communication skills, including public speaking
- Strong organization and analytical skills
- Superb customer and donor relation skills
- Ability to develop and manage a program budget
- Demonstrated ability to meet deadlines and to work in a results-orientated environment
- Ability to work independently and on various tasks simultaneously
- Strong computer skills related to Microsoft Office Suite
- Proficiency in Salesforce or relational databases and donor database reporting

**Job Type:** Full Time, Permanent

**Benefits:**

- Dental care
- Employee assistance program
- Extended health care
- Life insurance
- Paid vacation
- RRSP

**Salary:** \$65,000 – \$75,000

Please send your resume by emailing [careerslfc@dogguides.com](mailto:careerslfc@dogguides.com) for consideration. Resumes will be kept for six months. Please quote the job title in the subject line.

*Lions Foundation of Canada Dog Guides is committed to employing people from diverse backgrounds, and we actively demonstrate inclusiveness through fair, equitable, and accessible hiring practices. We recognize the strength of different experiences, backgrounds, and perspectives and welcome candidates who identify as visible minorities, Indigenous people, persons with disabilities, and persons within the LGBTQ+ community. We feel it is important as an organization that all people have access and opportunity to be employed, to be valued, and to be respected. Accommodations for job applicants with disabilities will be provided upon request during the recruitment, assessment, selection and placement process. Alternative format available on Request.*