



The Opportunity:

Career Opportunity: Major Gifts Officer

At Lions Foundation Canada Dog Guides (LFCDG), we help people with medical or physical disabilities lead independent lives by providing them with a dog guide at no cost to support them in their daily lives. The school is unique in offering seven programs serving 150-200 new clients annually and supporting over 1100 active clients.

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

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 and donor database reporting
- Valid Driver's license

Job Type: Full-time, permanent

Ability to commute/relocate: Oakville, ON : reliably commute or plan to relocate before starting work (required)

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

If you are looking for a challenging opportunity to demonstrate your leadership and operational capabilities and a place to let your innovative thinking shine, please send your resume, salary expectation and a cover letter stating why you are interested in becoming LFCDG's next Major Gifts Officer and how your skills set you apart by noon on **Friday, January 26, 2024** to: [! jjelinek@dogguides.com](mailto:jjelinek@dogguides.com) and CC Sbettencourt@dogguides.com

LFCDG welcomes applications from people with disabilities. Applicants will be provided accommodations during the application process if needed. We thank all applicants for their interest and advise only successful candidates will be contacted for the next steps in the application process.