



Job Description

Title: Fund Development Officer, Leadership and Legacy Giving

Working Relationships

Reports To: Director of Development

Board Committee(s): N/A

Collaborates with: Fund Development Team, Communications Team, Community Investment Team

Position Summary

Reporting to the Director of Development, the Fund Development Officer, Leadership and Legacy Giving is responsible for managing a robust portfolio of donors and prospects capable of making legacy gift commitments or investments of \$25,000 or more to advance the Children's Health Foundation of Vancouver Island's (CHFVI's) wide range of program, capital and operational priorities. The Fund Development Officer, Leadership and Legacy Giving engages in effective cultivation, solicitation and stewardship activities to meet annual revenue objectives and is expected to spend the majority of their time directly engaging with prospects and donors.

Responsibilities

Major & Mid-Level Giving - Managing an active portfolio of 60-80 constituents

- Develop and implement personalized cultivation and solicitation plans for donors and prospective donors, which include corporations, individuals and family foundations
- Engage in face-to-face meetings and personalized contact activities
- Ensure that donors receive impeccable and personalized stewardship, through tailored correspondence, reports and updates in a timely and professional manner
- Prepare and coordinate fundraising materials such as proposals, briefing notes, presentations, call reports, letters, and other documents/materials
- Conduct regular portfolio reviews to ensure that relationships are advancing and donor development activities are on track
- In collaboration with the Development Officer, Donor Relations, maintain and properly record information about prospects and donors, utilizing centralized electronic system (Raiser's Edge) and database
- Track benchmarks and deliver on goals annually

Legacy Giving

- Oversee CHFVI's legacy giving program that includes the cultivation, solicitation and stewardship of legacy donors
- In collaboration with the Communications Department, establish the annual legacy giving program collateral and marketing plan

- In collaboration with the Fund Development Officer, Donor Services, develop and implement a legacy giving prospecting system
- Respond to planned giving inquiries and follow-up with appropriate documentation, as appropriate, to encourage donors to consider leaving a legacy with CHFVI

Support an integrated approach to development

- Develop structure around mid-major gift level giving programs and recognition circles
- Develop strategies to help deepen relationships with members, mid-level donors and key stakeholders
- Seek opportunities to encourage major gift supporters to participate in other development and CHFVI programs, such as sponsorship, fundraising events, special appeals and hosting activities
- Occasionally take the lead in developing a mid-major level major gift cultivation/stewardship event or initiative, working in collaboration with other CHFVI staff
- Identify fundraising opportunities to expand and grow development results
- Participate in supervising and supporting Fund Development interns with comprehensive fund development efforts
- Promote a culture of philanthropy at CHFVI by working collaboratively with board members and leading experts in areas of CHFVI's impact areas to support the development and deepening of relationships with major gift donors and prospects

Core Competencies

- Communication (*Clear verbal & written communication/Effective listening*)
- Interpersonal skills (*Social sensitivity/Approachability/Building and maintaining relationships*)
- Teamwork (*Sharing information freely/Asking for help/Flexibility to pitch in*)
- Open-mindedness (*Open to others' ways of approaching situations/Works with shared agendas*)
- Accountability (*Follows through on responsibilities and commitments/Reliable and dependent*)
- Confidentiality (*Maintains details appropriately/Shares sensitive information with appropriate parties*)
- Creative Thinking (*Sees opportunities for new ways of working/Brings a fresh perspective and identifies unorthodox approaches to situations*)
- Daring (*Comfortable taking risks and trying new things/Being a self-starter and initiating activities/Challenges the status quo*)

Required Skills & Experience

- A strong donor service orientation demonstrated by the ability to anticipate, understand and respond to the needs and expectation of donors
- Minimum 3 years of progressive fundraising experience, including a successful track record of achieving revenue targets
- Demonstrated experience working with robust portfolios and managing legacy gift commitments and/or investments valued in the tens and/or hundreds of thousands of dollars
- Previous success efficiently building rapport with both senior business and community leaders and leading individual philanthropists that translated into successful gift commitments
- Experience working with a diverse array of stakeholders, including key volunteers to support fund development objectives
- Superior written communication and presentation skills, including preparing and delivering presentations using Microsoft PowerPoint
- A high level of organizational ability, attention to detail, and ability to manage tight timelines

- Experience with Raiser's Edge data system and extracting data to support fund activities along with a solid knowledge of Microsoft Office programs

Qualifications & Education

- University degree in Business Administration, Philanthropy, Fundraising, or equivalent experience
- Certified Fund-Raising Executive (CFRE) designation or in progress an asset
- Involvement in the Association of Healthcare Philanthropy (AHP), Association of Fundraising Professionals (AFP), Canadian Association of Gift Planners (CAGP) or a similar professional organization an asset

Working Conditions

- 7.5 hr workday / 37.5 hr work week
- Evening and weekend work required at times for special events and presentations
- Valid Class 5 Driver's licence and access to a vehicle required to travel to meetings, events and presentations

Applications are being accepted until 4:00PM May 31, 2019

Please forward your CV and Resume to Jessica.Bell@islandkidsfirst.com

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.