

EMPLOYMENT OPPORTUNITY

The Salvation Army
PRAIRIE DIVISION



Giving Hope Today

Position Title:	Charitable Gift Advisor, Major Gifts	Competition #:	
Ministry Unit:	Public Relations and Development	Position Type:	Full time
Salary Range and Pay Band:	\$25.75 - \$38.63 Pay Band 6	Term:	
Hours/Schedule	35 hours per week, Monday – Friday	Date Posted:	June 7, 2019
City:	Winnipeg, MB	Posting Expires:	June 18, 2019
Applications Accepted By:		Please no phone calls.	
Fax or E-mail: roberta_pronteau@can.salvationarmy.org		Mail:	
Attention: Roberta Pronteau			
Job Summary			
<p>The Major Gift Officer is accountable for the cultivation, solicitation and stewardship of donors at the major gift level. A goal of ensuring strategic high level engagement with donors who have a passion for philanthropic impact, the incumbent will maximize revenue to support mission priorities. This position focuses on donor centered fundraising of major gifts and grants through the identification, cultivation, and solicitation of a portfolio of donors and prospects in support of the Prairie Division. This role will work closely with the Director of Development to define giving opportunities and sustain a robust prospect pipeline.</p>			
Position Responsibilities			
Strategy and Planning:			
<ul style="list-style-type: none">• Lead the process to identify high potential prospects that have capacity and interest in giving at a major gift level• Keep apprised of internal funding needs from the Divisional Director of Development and work together to assess funding priorities of the Division• Identify and develop opportunities for donor engagement and growth across the Division• With the Divisional Director of Development, create and implement an ambitious strategic framework for Major Gifts fundraising, aligned with Divisional strategic priorities and based in best practices• Coordinate and execute strategic plans and events that increase fundraising capacity			
Moves Management:			
<ul style="list-style-type: none">• Actively develop and manage a portfolio of 150 major gifts prospect (Individuals, Corporate and Foundations), that builds to \$1,000,000 in revenue per fiscal year through Major Gifts and Grants• Engage donors through a moves management process that includes identification, qualification, cultivation, solicitation of gifts over \$5,000 and stewardship thereof• Develop and implement appropriate and customized cultivation and moves management strategies for each donor and prospect• Develop a targeted knowledge base of potential donors and grant funders which includes face to face meetings, personalized and ongoing contact• Prepare detailed proposals for funding, grant applications, briefing notes, call reports and gift agreements			

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Relationship Management:

- Facilitate face-to-face relationship building efforts, with a minimum of 5-10 face-to-face strategic contacts/month
- Extend appreciation for donor's continued support by assisting with and promoting donor recognition events and Salvation Army activities
- Work cross-departmentally to ensure donor stewardship obligations are honoured
- Inform Officers and Lay leaders of the Major Gift and Grant program, soliciting their support in the areas of referrals and conveying the benefits ministry units may derive from the program
- Network and engage with grant prospects to develop potential relationships for the purpose of introducing division/ministry needs and cultivating support for funding needs

Data Administration and Reporting:

- Maintain active prospect management system in Raiser's Edge NXT
- Coordinate with other staff on gift accounting, gift acknowledgement, accurate record keeping, and timely financial reporting
- Create and provide stewardship reports, complete with relevant data, metrics and outcomes
- Participate in an integrated prospect clearance process
- Perform other position-related duties, as assigned, to support Individual Major Giving and The Salvation Army Divisional priorities

Position Qualifications

Minimum Education Level Attained:

- Completion of a formal post-secondary/college/university degree program of 3 academic year
- A combination of equivalent education and experience will be considered

Special Licenses, Diplomas, Certifications or Requirements:

- CFRE designation and/or membership in a professional association are considered assets

Experience and Skilled Knowledge Requirements:

- Requires minimum of 3 to 5 years' experience in a related field; with prior experience working in a not-for-profit setting an asset
- Demonstrated corporate fundraising, sales and/or campaign coordinating/managing experience
- Experience driving acquisition of contributions from the \$25,000+ range
- Intermediate to advanced knowledge of Raiser's Edge database

Skills and Capabilities:

- Demonstrated oral and written communication skills with an emphasis on proposal development, grants, briefings, letters, and presentation to internal and external contacts
- Demonstrated ability to take initiative and leverage innovative approaches to prepare and present grant applications and funding proposals
- A strategic, adaptable mindset with superior listening skills and the ability to interpret and act on the concerns and interests of donors; developing solutions to work through concerns and utilizing interests to engage prospects and donors to commit

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- Open to working through the challenges of these prospect relationships, and have the confidence and ambition to never give up, even after a stream of rejections
- Demonstrated commitment to ongoing learning and professional development to stay informed about fundraising initiatives and the organization's mission and objectives
- Appreciation and understanding of AFP Code of Ethics, Policies and Procedures
- Strong project management skills and the ability to manage multiple projects at once from conception to completion with tightly prescribed timelines
- Ability to establish and build healthy working relationships and partnerships with clients, peers and external stakeholders
- Ability to create effective proposal plans which caters to each individual donor's interest, motivation, giving patterns, ask preferences, and financial goals
- Must be highly motivated and able to research new prospects and emerging market trends for best practices and potential new strategies applicable to the organization
- Proven research, analytical, decision making, and problem-solving abilities
- Ability to effectively prioritize and execute tasks in a high-pressure environment
- Strong customer service and donor-centered orientation
- Experience working in a team-oriented, collaborative environment
- Ability to support, advance, and protect the mission, goals and values of the organization

Physical Effort/Dexterity Required:

- The performance of the job requires a frequent amount of keyboarding and sitting/standing in fixed positions for long periods of time. Dexterity of hands and fingers to operate a computer keyboard, mouse, and to handle other computer components

Responsibility for Financial Resources:

- This role is granted a corporate credit card and has an accountability for the wise usage and reporting of expenses made within the budget allotted
- The overall finance responsibility and approval lie with the Divisional Director of Development

Responsibility for Human Resources:

- The Charitable Gift Advisor, Major Gifts is responsible for his/her own time and effort. This role has no managerial or supervisory responsibility but has prospect and donor relationship management duties; accountable for soliciting, developing, maintaining, and engagement for maximum continuous support

Work Environment:

- Working environment is typically in the office in generally agreeable conditions
- This role is expected to travel within and outside of the province occasionally to donor/prospect meetings and events and may require work outside of regular office hours

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The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.

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