

Leadership Giving Officer, DS1 (AESES)

Budget-Funded, Full-Time Continuing

Salary: \$34.44 to \$49.03 per hour (\$62,680.80 to \$89,234.60 per annum)

Qualifications

MINIMUM FORMAL EDUCATION/TRAINING:

- University Bachelor's degree is required.
- Certified Fund Raising Executive (CFRE) designation an asset.

EXPERIENCE:

- Three years directly related experience in fundraising required.
- Personal solicitation and customer service experience, including both telephone and face-to-face communication, is required.
- Candidates must have demonstrated experience confidently approaching and engaging individuals, presenting information clearly, and responding appropriately to questions or concerns.
- Strong interpersonal and communication skills are required for building rapport and maintaining professional interactions.
- Experience in initiating conversations, explaining services or opportunities, and encouraging individuals to take action is considered an important asset.
- Experience working with Raiser's Edge preferred.
- An acceptable equivalent combination of education and experience may be considered.

SKILLS AND ABILITIES:

- Skill in dealing effectively with all levels of the University community, the public, and outside organizations and agencies is required.
- Above average communication skills, both verbal and written, with public speaking skills are required.

- Must be articulate, motivational, enthusiastic, and comfortable working in a computerized environment.
- Excellent training and people skills required.
- Ability to manage multiple projects simultaneously, working both independently and as a team member is required.
- Demonstrated ability to exercise and take independent action required.
- Demonstrated ability to plan, organize and supervise activities required.
- Satisfactory work record, including satisfactory attendance and punctuality, is required.

Key responsibilities

- Manage a portfolio of leadership annual giving donors and prospects, in consultation with the Senior Manager, Annual Giving, to enhance continued and increased support to the University of Manitoba.
- Contact alumni and university faculty and staff by telephone/email to solicit a charitable donation or to arrange a meeting to discuss a donation.
- Maintain a personal portfolio of donor and donor prospects attending to the balance between discovery, cultivation, advanced cultivation, solicitation and stewardship.
- Maintain an active portfolio of at least 150 donors and prospects, with a minimum of 60 moves a month, including 20 key moves.
- Conduct solicitation/qualification calls on a monthly basis.
- Maintain accurate record of meetings, including size of donation, designation of donation, and biographical information.
- Conduct follow-up as necessary, including thank you letters and phone calls as well as providing additional information on areas within the university. Refer donors to Donor Relations Officers as appropriate; maintain relationships with all Donor Relations Officers.
- Steward established donor relationships.
- Solicit, cultivate, qualify and hand-off prospects in accordance with their interests, capacity, and propensity.
- Work proactively with unit partners to ensure successful prospect and pipeline management.
- Work with annual awards donors to ensure pledges are fulfilled according to schedule while ensuring all necessary documentation is in place, funds are disbursed as agreed upon and appropriate donor stewardship is delivered.
- Participate in gift conversations with unrated or unassigned prospects, structuring gift opportunities and collaborating with other fundraising colleagues, as needed, to maximize giving. Promote positive donor relations in person and via phone/mail.
- Other duties as assigned.

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