

ALBERT COLLEGE
Job Description

TITLE: Major Gifts Officer
POSITION TYPE: Full-Time, Permanent
REPORTS TO: Director of Development

GOALS

To advance the vision and strategic plan of Albert College through the identification, cultivation, solicitation and stewardship of major gift prospects and donors, and through building strong, long-term philanthropic relationships with members of the Albert College community.

POSITION

The Major Gifts Officer serves as an ambassador for the College, representing the school with professionalism, integrity, and a clear commitment to its mission and values. The Officer is responsible for developing and implementing strategies to identify, cultivate, solicit, and steward major gift prospects and donors, while building strong relationships that inspire meaningful philanthropic support for the school.

Working closely with the Director of Development, the Major Gifts Officer will manage a portfolio of major gift prospects and donors and plays a key role in advancing the College's fundraising priorities through meaningful engagement and relationship-building. The Officer contributes to the overall effectiveness of the Development Office through strong planning, communication and execution of fundraising initiatives.

QUALITIES

- Demonstrate a strong commitment to ethical fundraising practices, professional integrity and adherence to a high standard of conduct, ensuring transparency, accountability and trust with confidential information and in all interactions with major gift prospects and donors.
- Outstanding planning and organizational skills with superior attention to detail.
- Ability to work independently while contributing positively within a collaborative team environment.
- High level of initiative and adaptability.
- Excellent communication and relationship-building skills.
- Demonstrate creativity and initiative in identifying and developing innovative approaches to donor engagement, cultivation and solicitation.
- Strong writing, editing and presentation skills.
- Sound judgment and problem-solving ability.
- Willingness to develop a thorough understanding of the College's programs and priorities.

DUTIES AND RESPONSIBILITIES

Fundraising and Major Gifts

- Manage a portfolio of major gift prospects and donors.
- Establish annual goals and individualized strategies for prospects and donors.
- Identify and research new donor prospects.
- Develop and execute cultivation and solicitation programs and practices.
- Support and lead donor meetings and solicitations.
- Prepare major gift proposals, presentations and supporting materials.
- Track and evaluate progress against fundraising goals.

Donor Stewardship and Relations

- Develop and implement donor stewardship plans.
- Develop and support donor recognition events and initiatives.
- Ensure timely donor acknowledgment, stewardship and reporting.
- Contribute to the annual Donor Impact Report publication.
- Contribute to the development and implementation of donor stewardship policies and practices that support consistent, meaningful and effective donor recognition and engagement.
- Work with the Director of Development to promote and maintain strong connections with the Albert College community including parents, alumni, donors, staff and faculty.

Collaboration and Engagement

- Partner with the Director of Development on strategy, donor portfolios and fundraising planning.
- Work collaboratively with the Events Coordinator to support fundraising events.
- Collaborate with the marketing team to ensure consistent and compelling storytelling across fundraising and communications materials.
- Develop compelling cases for support that inspire philanthropic engagement.
- Communicate the impact of giving across the community through a range of channels, including articles, social media, the school website, newsletters and other communications platforms.

Administration and Reporting

- Maintain accurate and up-to-date records in Raiser's Edge NXT.
- Monitor fundraising progress and KPIs.
- Ensure compliance with policies and procedures.
- Assist in revenue forecasting, planning and reporting.

OTHER

The above statements describe the general nature of the role and are not exhaustive. The Major Gifts Officer must be flexible and perform other duties as required.

HEALTH & SAFETY

Maintain and uphold all of the College's Health and Safety Policies including but not limited to following safe work procedures, knowing and complying with all the laws and regulations, reporting any injury or illness immediately, reporting unsafe acts and conditions along with the overriding principle of taking reasonable precautions in the circumstances to protect themselves.

WORKING CONDITIONS

- Fast-paced environment with competing priorities.
- Interaction with internal and external stakeholders.
- Combination of desk work and travel (both international and domestic).
- Some evening and weekend commitments.

JOB QUALIFICATIONS

- University degree or equivalent experience.
- Gift Planning courses and/or CFRE designation an asset.
- 3–5+ years of fundraising experience.
- Ability to communicate in additional languages is considered an asset.
- Demonstrated success with donor relationships.
- Strong understanding of fundraising principles.
- Experience with Raiser's Edge NXT, Canva, Adobe Creative Suite and MS Office.
- Excellent communication and interpersonal skills.
- Appreciation and understanding of independent school education.
- A valid driver's license and regular access to a reliable vehicle are required to support travel for donor meetings, community engagement and related responsibilities.

TRAINING, PROFESSIONAL DEVELOPMENT, AND AVAILABILITY

Complete all required training and general employment-related tasks within assigned timelines and participate in school-organized professional development. Pursue opportunities to strengthen the skills required for the role.

Request and obtain approval for all vacation and planned absences before confirming travel or personal arrangements. Maintain availability during key periods in the school year when presence is required, including opening week, the period leading up to and including Convocation, and other major school events or operationally significant times. Understand that approval of vacation or planned absences will take into account the operational needs of the school and the requirements of the role.

CORE VALUES

Embrace Albert College's Core Values of Individuality, Compassion, Integrity, Diversity and Inclusion, and Optimism. Employ respect, excellence, honesty, customer focus and continuous improvement in all interactions and tasks.