

**Company:** Ottawa Regional Cancer Foundation

**Date Posted:** May 7, 2018



**Position Title:** Development Officer: Leadership Gifts

**Reports to:** Director of Leadership Gifts

**Direct Reports:** N/A

### **Ottawa Regional Cancer Foundation**

The Ottawa Regional Cancer Foundation is the voice for cancer survivorship in Eastern Ontario. The Cancer Foundation is a leader in our community in providing local residents with increased access to person-centered care through the delivery of the Cancer Coaching health and social care service, innovative cancer research and a world-class clinical trials program.

For more information please visit [www.ottawacancer.ca](http://www.ottawacancer.ca).

### **Purpose of Position:**

The officer contributes to the Leadership Gifts program of the Foundation by implementing a system to ensure a continued focus on the moves management cycle, ensuring that targets relating to Key Performance Indicators such as calls, meetings and solicitations are being met by the Vice-President, and the Director: Leadership Gifts.

The Development Officer: Leadership Gifts is responsible for managing the pipeline and delivering on campaign activity. The Officer is responsible for the development and execution of leadership gifts strategies and initiatives and works directly with the Director of Leadership Gifts. This includes the production of solicitation materials, coordinating meetings and providing administrative support.

### **Accountabilities:**

1. Develop and execute a moves management strategy.
2. Proactively manage the pipeline in order to accurately predict revenues and ensure that financial targets are met within the Leadership Gifts team.
3. Implement and execute a system to ensure a continued focus on the moves management cycle, ensuring that targets relating to Key Performance Indicators such as cold calls, meetings with donors and number of solicitations submitted are being met by the VP, Executive and the Director, Leadership Gifts.
4. Responsible for the cultivation, solicitation and stewardship of donors by developing and writing materials including tailored solicitation letters, stewardship letters, donor agreements, proposals and appeals for major gifts.
5. Lead role in the coordination of meetings with donors, prospects and leadership volunteers, including: arranging all logistics, agendas and materials involved in the preparation and/or scheduling of meetings.
6. Working with the Donor Engagement and Stewardship Officer, responsible for the planning and execution of donor engagement activities, such as: production and management of cultivation, recognition, donor solicitation and stewardship events, preparing and distributing invitations to events, managing the logistics, tracking RSVPs for the Philanthropy team.
7. Responsible for managing the process of online grant applications to secure funds for specific projects. Identify available grants, gathering the necessary information and complete the requests.
8. Maintain complete confidentiality of all donor information and Foundation material.

9. Other duties as business needs dictate.

### **Authority / Challenges**

The Development Officer: Leadership Gift's major challenge is to develop and execute a systematic, regular and/or personalized moves management system with the Leadership Gifts solicitors resulting in an increased rate of donor contact and solicitations. The incumbent can successfully meet this challenge through being donor-centric and delivering on strategy with the Leadership Gifts team.

The Development Officer: Leadership Gifts is expected to lead the Leadership Gifts team and execute strategy to ensure cultivation, solicitation and stewardship of donors of major gifts. This position has a direct impact on the efficiency of this team's activities and on the accuracy of information that the team uses to drive revenue. The Development Officer: Leadership Gifts has a key role in executing the planning and management of cultivation and stewardship events including the decision making on the many details involved in event logistics. For other decisions, the incumbent makes recommendations and seeks approval from the Director, Leadership Gifts.

The Development Officer is responsible for forecasting expected revenues for the Leadership Gifts team based on number of solicitations submitted and donors in the Leadership Gifts pipeline. In this capacity, the incumbent works with the Vice-President, Fundraising to prepare reports for committees such as the Board and Directors and to address any shortfalls and surpluses in revenue that affect the organization as a whole. This is also achieved by working closely with the Fundraising Coordinator to ensure that the database is up to date and accurate.

The Development Officer is also tasked with the preparation of various sales documents and must be able to present information in a compelling manner to describe what the Foundation funds in order to garner and increase donations. The incumbent also works with other departments such as Survivorship Care and Communications in the gathering of information and in the preparation of sales documents.

One of the key challenges of this role is to be able to prioritize the many tasks in order to achieve optimum efficiency and effectiveness.

### **Knowledge/Skills/Abilities:**

- Strong prioritizing and organization skills
- Strong project management skills, attention to detail and ability to meet tight deadlines in a fast-paced, performance-oriented environment
- Strong writing skills and the ability to communicate effectively to a variety of audiences
- Highly self-motivated and independent;
- Excellent interpersonal and communication skills
- Adaptability to changing priorities
- Exceptional attention to detail
- MS Office; Raiser's Edge; database management is an asset; ability to learn new software quickly

### **Employment Requirements:**

Education: Post-secondary diploma from a recognized community college, or equivalent

Experience: Three (3) years in fundraising organization or administrative role;

Non-profit environment, understanding of donor cultivation, solicitation, and stewardship practices

Language: English (Bilingual an asset)

**Working Conditions:**

The position is located in pleasant working conditions; has normal office activity of sitting, standing, walking and carrying; may sit for long periods of time with the ability to get up and move around as necessary. The position performs a variety of administrative tasks; may have long hours of operating a computer. Errors may cause significant disruption; peak busy periods during and after events; and, regularly works with confidential information.

**Conditions of Employment:**

- Permanent, full-time, occasional weekends or evenings may be required for events

**Special requirements:**

- The successful candidate will be asked to provide a current criminal records check

Interested? Please submit your resume to [hr@ottawacancer.ca](mailto:hr@ottawacancer.ca)

As part of our recruitment process, we work closely with Concord Consulting. If you wish to be considered for this position, please begin your submission by taking this Pro.file Performance System survey (you will need approximately 20 min.):

<http://www.profileperformancesystem.com/survey.html?SL=56384>