



Position Description:

Major Gifts & Grants Officer

One year contract

(May 2019 – April 2020)

Organization:

Founded in 1939, Nature Canada's mission is to protect and conserve wildlife and habitats in Canada by engaging people and advocating on behalf of nature. Our strategies are based on sound science and a passion for nature. Our focus is on effecting change on issues of national significance, including wilderness protection, threatened species and connecting people to nature.

Job Summary:

The Major Gifts & Grants Officer works closely with the Director of Development and Communications to develop and coordinate fundraising proposals, donor outreach and stewardship in support of major gifts. The position is well suited to an individual who has experience in donor relations, proposal development and project administration. (S)he plays a key role in anticipating and identifying funding opportunities in both the public and private sectors.

Job Description and Duties:

Fundraising & Administration

- Works closely with the Executive Director and Director of Development, (s)he will undertake prospect research to propose, develop, and cultivate prospects for major gifts using a structured, strategic approach;
- Works closely with the Executive Director and Director of Development, (s)he will assist on outreach and stewardship of major gifts from current individuals, corporate, foundation and government funders; such as
 - Assists on writing, editing, distribution and follow-up on funding proposals and reports to institutional funders on successes and achievements of conservation campaigns on a timely basis;
 - Prepare highly customized proposals for prospective donors, as well as other solicitation materials;
 - Organize in person visits or telephone outreach and cultivation events as necessary;
- Maintains accurate and up to date information on project finances and provides consistent and timely reports to the Executive Director and Director of Development.
- Other responsibilities as required to ensure the success of the program.

Research and Analytics

- Conduct prospect research to support the identification of potential major gift donors using grant database, internet, print and electronic sources as well as in-house files and documents and interviews with fundraising and conservation staff and match prospective funders to organizational priorities

Management Structure:

The Major Gifts & Grants Officer reports to the Director of Development and works closely with the Executive Director and all Senior Conservation staff. The Director of Development is responsible for ensuring and evaluating the performance of the Major Gifts & Grants Officer.

Summary of Qualifications and Experience:

- University or College degree in communications, public relations, marketing or related program.
- A minimum of 5 years experience in major gift fund development with a proven track record of major gift program success.
- Demonstrated success as a relationship builder with superb interpersonal skills, and persuasive communication style.
- Excellent written and communication skills.
- Ability to think strategically, multi-task and meet deadlines.
- Details oriented, and demonstrated prospect research skills.
- Proficient in Microsoft office; experience with Raisers Edge donor software.
- Strong team player who works collaboratively with others.
- Able to work independently with a minimum of supervision.
- Knowledge of and adherence to fund raising professional standards and ethics.
- Proficiency in both English and French, national experience, and CFRE designation are desirable assets.

Deadline date: April 15, 2019 and applicants should apply to info@naturecanada.ca