



Major Gift Officer (Institutions)

Hours: Full-time (37.5 hours/week)

Duration: Permanent

Location: Toronto

Salary: \$69, 261 per annum

Travel: Some travel required when restrictions allow

Deadline: Applications are accepted until 5pm (eastern time), Friday, June 24, 2022

Amnesty International Canadian Section (English Speaking) also known as AICES is looking for a dynamic **Major Gifts Officer (MGO)** to raise high-level donations from institutional funders.

Reporting to the Manager, Major Gifts, this role is responsible for raising funds for the organization through major gifts of \$5000 or more annually. The primary focus is on charitable foundations and other institutions such as religious groups, corporations or donor-advised funds.

As an integral member of the Major Gifts team, and the broader Fundraising team, the Major Gifts Officer (MGO) works closely with team members, consultants, senior volunteers and fundraising staff to identify, cultivate and solicit support from major donors to the Branch. In addition, this role is a lead writer for fundraising proposals for the Major Gifts Team and leads the coordination of the Stock Giving Process for the Section.

Your experience working in direct fundraising, personal solicitation of large gifts, partnership building, and interest in human rights, will help Amnesty International Canada strengthen its reputation as a leader in human rights both internally and externally. This includes an ability to support in building an environment that reflects Amnesty International Canada's promotion of a culture of respect, equity, and fairness.

The Major Gift Officer will join Amnesty International Canada during an exciting time as the organization moves forward with its new strategic framework. This is a transformative time for the organization, and you will have the opportunity to contribute to improved processes, practices and systems and tools towards a bold new era of equity, anti-oppression, transparency and efficiency for Amnesty International Canada.

WHAT YOU'LL DO

Prospect New Major Funders

- Identify and cultivate new prospective foundations and institutions towards transformational philanthropic giving to Amnesty International
- Initiate exploratory conversations and skillfully network with institutional funders to attract new support of human rights through philanthropy

Build and Cultivate Donor and Prospect Relationships

- Through personal meetings, regular phone, email and mail cultivation, actively ask donors and prospects for major donations to the Section
- Maintain a growing pipeline of institutional donors, strategizing and implementing solicitation schedules with each major donor and prospect
- Report regularly to the Manager, Major Gifts and the team about progress towards activity and revenue goals
- Maintain accurate database records of interactions with existing and potential donors

Actively Solicit Major Gifts

- Write detailed proposals, applications, case for support materials and other solicitation documents that can be used with institutional and individual donors
- Proactively send applications for funding to appropriate institutions, meeting all deadlines and requirements requested
- Coordinate meetings of other senior staff and volunteers to major donors including making appointments, preparing information, handling and booking travel logistics as required
- As necessary, coach Section staff and volunteers in soliciting major gifts

Steward Institutional Donors

- Coordinate stewardship of each Major Gift, including the timely delivery of charitable tax receipts, invitations and personalized thank you letters
- Increase donor engagement through unique and meaningful stewardship touchpoints

Contribute to the Overall Success of the Major Gifts Program

- Coordinate the Stock Giving Process, liaising with internal and external parties to facilitate gifts, and providing support to interested donors
- Help organize special events with major donors
- Provide coverage for fellow Major Gifts Team members as needed
- Performs other related duties as assigned

WHAT WE'RE LOOKING FOR IN A CANDIDATE

Amnesty International Canada is seeking an individual who can contribute to the diversity of Amnesty's workforce and its inclusive, anti-racist and anti-oppressive practices. The successful

candidate is an experienced fundraiser and has the ability to source and build fruitful relationships with institutional funders, resulting in major donations.

SKILLS AND EXPERIENCE:

- Minimum of three years of fundraising experience, preferably in major gifts and/or personal solicitation of gifts
- Excellent verbal and written communication skills, ability to effectively engage and influence a wide range of stakeholders in both digital and traditional environments
- Strong ability to write persuasively, tailoring information, style and tone for the needs of different audiences
- Demonstrated ability to meet ongoing deadlines and work in a fast-paced environment, juggling several projects simultaneously
- Strong listening skills and ability to elicit donor giving motivations and interests
- A customer service orientation and the ability to build relationships with individuals from diverse backgrounds
- Demonstrated proficiency with databases and data management, with good attention to detail and experience with CRM or other databases
- Proficiency with current online social media tools for communicating, including email broadcasting
- Proficiency with Microsoft Office 365, including Outlook, Excel, SharePoint, and Teams
- Demonstrated strong interpersonal skills and abilities including dealing constructively with conflict and the ability to work collaboratively and productively with team members
- Strong project management and organizational skills, and the ability to work under pressure, managing multiple priorities and tight deadlines
- Proven ability to work successfully with a diverse population and in applying anti-racism, anti-oppression, diversity, equity, and inclusion principles
- Proven commitment to self-development in the principles of anti-racism, anti-oppression, diversity, equity and inclusion
- Proven ability to apply an intersectional lens to your work to achieve anti-oppression in practice
- Passion for Amnesty International's mission in the protection and promotion of human rights for all people
- Use of personal cell phone/device will be necessary for which a cell phone/data plan stipend is provided
- Possess a valid driver's license, and ability to drive to donor meetings/events as required

- Availability to work outside regular business hours on occasion (for donor meetings and events), with advance notice
- Certification in fundraising considered an asset

WHY WORK FOR AMNESTY INTERNATIONAL CANADA?

ABOUT US

Amnesty International is a movement of 10 million ordinary people in more than 150 countries who come together to achieve extraordinary results in defending and promoting human rights. We get discriminatory laws changed and prisoners of conscience released. We've helped stop torture, commute death sentences and worked to end violence against women. We are in solidarity with Indigenous peoples demanding that their rights be respected.

OUR COMMITMENT TO ANTI-RACISM, ANTI-OPPRESSION, DIVERSITY, EQUITY & INCLUSION (ARAO-DEI)

Amnesty International Canada is committed to employment equity, actively seeks diversity in the workplace, and welcomes and encourages applications from members of equity seeking groups including women, transgender, non-binary, and LGBTI individuals; First Nations, Metis, and Inuit individuals, persons with disabilities, and members of racialized and marginalized groups. We believe our work is stronger when it benefits from the experience, knowledge and wisdom of people who have faced systemic barriers and encourage applications from qualified candidates who have lived experience as a member of historically underrepresented communities.

AIC values qualified diverse candidates who bring skills that contribute to our anti-racist and anti-oppression transformational journey. At AIC, employees are expected to contribute to an inclusive environment and bring the knowledge, experience, and ability to incorporate anti-racism, anti-oppression, intersectionality, gender mainstreaming, inclusion, and accessibility practices to external and internal work and to all interpersonal interactions. Click to learn more about our [Equity Journey](#).

WHAT WE OFFER

At Amnesty International Canada, we are passionate about what we do, and we are proud of our achievements as a movement. To compensate our employees for the critical work they undertake, we reward them with an attractive, sector competitive salary and benefits package plus the opportunity to develop professionally.

If you are talented, passionate about human rights and want to use your skills, knowledge, and experience to change the world, we encourage you to join us.

APPLICATION PROCESS

Together with your resume, please forward a 1-page cover letter (250 words maximum) that includes your responses to the following questions:

1. How do you relate to Amnesty International Canada's mission?
2. How would your skills and experiences (personal and professional) translate into success in this position?
3. What does a commitment to ARAO and DEI mean or look like to you?

Applications must be submitted electronically via our [Work with Us](#) career page.

We thank everyone for their expression of interest-and truly appreciative of the time individuals put into applying-but with the limitation of time only those selected for an interview will be contacted. Amnesty International Canada is committed to providing an inclusive and barrier free experience to applicants with accessibility needs. Requests for accommodation can be made at any stage during the recruitment process