

Senior Development Officer, Major Gifts

Location: Corporate Office/Hybrid

Reports to: Director of Development

Status: Permanent, Full-time

Do you have a passion for helping others? Are you excited by performance-based work and the finer details? The Canadian Institute for Advancements in Mental Health (IAM) is seeking a dynamic Senior Development Officer, Major Gifts to help grow our services to reach more people in need of help for their mental health.

We created IAM to be agile and flexible in order to respond to the needs of those we serve. We work with people living with mental health needs to provide care, navigate the mental health care system, develop solutions and deliver positive change that makes their lives better. We offer individualized support through a number of services, including counselling, system navigation, education and skills training. Last year alone, **we reached over 3,600 people** through our support line and educational presentations/groups and community events.

Our highly engaged team of staff and volunteers are passionate about getting help to people when and where they need it.

Now, more than ever, IAM is in a unique position to change how we deliver mental health care and we invite you to be part of our evolving team!

Position Overview

Without our donors, we could not do what we do. As the Senior Development Officer, Major Gifts, you play an integral role in strengthening and building our fundraising program – currently with an overall target of \$2.5-million and an ambitious agenda for continued growth. We need someone who has a contagious positive energy and can draw on their knowledge of the principles and practices of major gift fundraising, proposal writing and corporate sponsorship to lead prospective donors through each phase of the donor cycle – including individuals, foundations, and corporations.

A collaborative role, you get to engage and work alongside our amazing team, volunteers and other stakeholders who can support IAM's philanthropic goals – all while making a difference! Sound up your alley?

Key Responsibilities

Overseeing our individual, foundation and corporate giving, you will:

- Research and identify potential sources of major donors – individuals, foundations and corporations.
- Undertake appropriate research to provide background information on prospects.

- Work effectively with the Director of Development to better understand fundraising priorities to successfully engage donors in providing their support.
- Develop and implement donor cultivation/solicitation/stewardship plans for each assigned prospect.
- Consult with others involved with a prospect, such as programmatic staff and/or volunteers to gather background, and to determine the appropriate timing for solicitation.
- Lead cultivation, solicitation, and stewardship calls for prospective and existing supporters in this portfolio.
- Request involvement of the CEO, Director of Development, and/or volunteers as appropriate, and ensure these team members are properly briefed and prepared in advance of any contacts being made with a prospective supporter.
- Ensure development of proposals and stewardship reports for all donors in coordination with the communications team.
- Write and present proposals to prospective donors where required.
- Support all elements of fundraising including collaborating with colleagues responsible for events and annual giving.
- Track and develop stewardship and reporting of deliverables.
- Prepare gift agreements as needed.
- Maintain up-to-date knowledge of planned giving vehicles and engage prospects in planned giving conversations where appropriate.
- Attend events to further relationships with existing and prospective supporters as required.
- Develop performance goals in collaboration with the Director of Development.
- Ensure timely and accurate data on prospective donors and related moves management activity in the donor database.
- Develop, document and communicate the status of philanthropic gifts for staff and lead biweekly grant meetings to ensure all deliverables are being met.
- Ensure appropriate and required recognition for all funders in this portfolio.

Education and Experience

- University degree in a related field (e.g., business, fundraising management, philanthropy, research), or equivalent experience.
- Seven to ten years' experience in the major individual, foundation, and/or corporate giving spaces, with related experience in proposal writing, prospect research and stewardship.

For this role, you will need:

- Strong portfolio management skills.
- Excellent oral and written communication skills.
- Demonstrated ability to write/develop concise, structured, articulate and persuasive proposals.
- Understanding of events and event sponsorship.

- Sensitivity to issues facing those affected by mental illness.
- Superior accuracy and attention to detail.
- Proven ability to manage multiple projects simultaneously and to prioritize appropriately.
- Ability to work with and support volunteers.
- Ability to work independently and collaboratively as a member of a team.
- Ability to work with diverse groups of individuals and/or organizations.
- Excellent relationship-management skills.
- Initiative, good judgment, flexibility, discretion and decision-making skills.
- Ability to be a positive ambassador for the organization.
- Knowledge of mental health services is a tremendous asset!

Technical skills

You possess:

- Practical knowledge of relational databases and database management, including Raiser's Edge or a similar database package.
- Proficiency in Microsoft Office and online grant submission systems.

This is a full-time, permanent position with a competitive benefits package. The salary for this position is **\$80,000** annually and commensurate with experience. The role is hybrid, consisting of both remote and in-office work. Some travel may be required. The successful candidate must be fully vaccinated by the start date.

IAM is committed to equity in employment and actively seeks applicants from diverse backgrounds.

To apply for this exciting opportunity, please submit your cover letter and resume (Word or pdf format) by **Friday, March 31, 2023**, via e-mail to info@iamentalhealth.ca
We thank all applicants in advance, but only those selected for an interview will be contacted.

Why IAM?

A national, not-for-profit organization, IAM believes that the future of mental health care begins with collaboration. We're driven by our vision of redesigning society for better mental health, inspired by four decades of serving people with complex mental illness and building a specialized understanding of their needs. Creating environments that are more inclusive, positive and accepting for people with mental illness is central to our work and our services.