

Senior Manager, Major Donors and Planned Giving.

At Jack.org, [this is what we do.](#)

At Jack.org, we support a national network of young leaders as they work to revolutionize mental health in their communities. While COVID-19 has surely impacted the way that we do things, our work is not slowing down. Our network of 3,000 (and counting!) young people across Canada are as busy as ever, and our staff of 90 humans and 3 dogs are working just as hard - albeit from the comfort and safety of their own homes for the time being!

Over the past few years, Jack.org has pivoted its programming to respond to the global crisis. Now more than ever, they must reach and support young people's mental health across Canada. And they are in a strong position to do so: they have committed donors, a financial reserve, new leadership and a high-performing team eager to tackle the challenges in front of them and continue their exceptional growth.

The position:

Reporting to the *Director, Individual Giving* this role is responsible for identifying, cultivating, soliciting and maintaining high value relationships with individuals and family foundations. This is a new role with a focus on significant growth of donors and prospects.

This role will develop strategies to raise new individual gifts of \$50,000 and more; cultivate existing donors; and contribute to the planning and implementation of organizational activities to maximize individual and family foundation giving. In particular, this role will lead in building the major donors' portfolio at Jack.org.

The responsibilities of the position will include:

Pipeline Development, Prospect Identification and Solicitation (45%)

- Oversee and develop a portfolio with a personal revenue target of \$1.5M
- Build connections with and develop a portfolio of donor prospects across Canada that have the ability and affinity to give to youth mental health
- Identify new communities with major donor potential and develop and foster links within those communities.
- Support corporate and institutional foundation relationships through partnership prospecting.
- Support VP with relationship management of senior volunteers/Board members to inspire personal philanthropy, encourage to exercise their influence in their own networks and engage to support fundraising activities
- Contribute to the creation and management of a Campaign Fundraising Cabinet

Donor Cultivation and Stewardship (30%)

- Identify, grow and manage a portfolio of 100+ individual and family foundation major gift prospects.
- Secure one-on-one in-person donor meetings to establish or strengthen donor commitments to long-term support.

- Move the prospects through a moves management process toward participation in one of Jack.org fundraising initiatives/campaigns.
- Where appropriate, liaise with senior leadership, executive or board members to effectively cultivate and steward relationships.
- Work closely with Jack.org's Founder to transition relationships
- Evaluate reasonable partnership risk-taking opportunities and stimulate new ways of thinking and solving problems.
- Work with other Development and Content/Communications staff to ensure the availability of appropriate cultivation and stewardship tools for use with major donors and major donor prospects.
- Design, develop and implement strategies unique to each individual prospect or donor.
- Collaborate with other members of the Development team to organize and execute a donor cultivation and recognition event

Oversee Planned Giving Portfolio (10%)

- Support the development of the Planned Giving strategic plan with measurable and multi-year goals
- Ensure lead generation campaigns are optimized and grows confirmed bequests
- Ensure Planned Giving donors are cultivated stewarded and recognized appropriately
- Support the VP and Director to develop a strategy to ensure the Board and major donors have the opportunity to leave a legacy to Jack.org.
- Collaborate with Direct Response and Marketing teams on campaigns which generate leads

Planning and Administration (15%)

- Support Director in annual budget and planning process
- Support the development and execution of organizational priority campaigns and initiatives.
- Maintain an up-to-date and deep knowledge of Jack.org programs, leadership and projects for discussion with donors and prospects.
- Ensure that the Salesforce database is kept updated with accurate information on major donors and campaign prospects for weekly reporting.

The ideal candidate profile:

- A post-secondary degree or diploma with a focus in fundraising, marketing, sales, or other applicable disciplines
- Five (5+) plus years' of relevant work experience in fundraising or sales in the corporate or not-for-profit sector with experience in Major Gifts fundraising and a proven track record of closing gifts at the \$50K + level.
- Emotional intelligence, including the ability to read people and situations, as well as high levels of self-awareness and compassion
- Excellent natural relationship building/management skills both internally and externally
- Proven experience in leading and managing cultivation and stewardship events.
- Demonstrated experience in independent prospect pipeline development
- Strong experience in Planned Giving
- The ability to work independently in a hybrid environment while at the same time ensuring collaboration and teamwork.

- A creative approach to cultivation and stewardship.
- Entrepreneurial minded with the able to navigate complex situations
- Superior verbal and written communications skills, including public speaking.
- Experience with Salesforce or relational databases and donor database report tracking to ensure appropriate prospect/donor documentation.
- Excellent computer skills (Microsoft Office, G-Suite)

We would love it if you had (Ideal, but not a must):

- CFRE designation an asset
- French speaking an asset

The attractions:

- The hired candidate will be responsible for building their portfolio from the ground-up and will be joining an organization looking to grow and expand
- The chance to have exposure to upper management and board members in order to broaden their own career experience
- The chance to join a fun, entrepreneurial, and fast-paced environment and an organization with a strong growth mandate that embraces innovation and new ideas have an energizing company culture, forward-thinking leadership and an incredible upward trajectory.
- A trust-based culture with unlimited sick days, flex hours, and an emphasis on the results delivered over the hours worked.
- Competitive compensation, 3 weeks vacation plus 2 additional weeks (Jack.org has a mandatory company-wide break for a week in July and December) and a comprehensive benefits package, including \$2,000 of annual coverage for mental health services
- Working for an employee-focused organization that supports professional development and will invest time and money into your personal growth
- The scale of Jack.org's ambitions is exciting, and the right candidate would embrace this challenge and opportunity.

How to apply:

If you're the person we're looking for, apply with your **cover letter** and **resume** of no more than one page (PDF format preferred). We will accept applications on an ongoing basis - since we will consider applications as they come in, don't delay! The successful candidate must be available to start **by July 1, 2023 (open to starting even earlier)**.

While the work involves supporting a network of youth in all provinces and territories, this position is at the Jack.org headquarters in downtown Toronto. Our staff works under a hybrid model, with the flexibility to work from home or the office. You may be required to go into the office occasionally, depending on your role and jack.org operational needs.

A diverse team with various skills and abilities will inspire creativity and drive innovation in our organization. We are committed to building a team representative of different backgrounds and perspectives, and we encourage applications from all candidates who represent the full diversity of communities across Canada.

Don't meet every single requirement? Studies have shown that women, people of colour, people from LGBTQ2S+ and disabilities communities are less likely to apply to jobs unless they meet every qualification. At jack.org we are dedicated to building a diverse, inclusive, authentic, and accountable workplace, so if you're excited about this role, but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply as you may be the ideal candidate we are looking for.

Reasonable accommodations are available on request for candidates taking part in all aspects of the hiring process. Accommodation requests can be made by contacting accessibility@jack.org.

Thanks for applying! ❤️