



Title: Development Officer (Major Gifts)

Employment Type: Full-time

Reports to: Senior Manager, Development

Website: <https://supportstjoes.ca/>

At St. Joseph's Health Centre Foundation, we are committed to continuing to transform St. Joe's as a leading community hospital that delivers the best care experiences to Toronto's west end. We are guided by our mission to inspire philanthropy from our community and raise the funds needed to support that transformation.

St. Joe's has provided care for millions of people in Toronto's west end for more than a century. Today it is one Canada's busiest community teaching hospitals, looking after a vibrant community of over half a million.

The Foundation has grown in recent years to be a leading community hospital foundation with a strong and engaged board of directors. We are looking for a results-oriented team member with fundraising experience and firsthand knowledge of the west-end. Someone who is looking to work for an organization that is a pillar in our community, and, ideally, is close to their heart.

Position:

Reporting to the Senior Manager, Development, the Development Officer, collaborates on developing and executing strategies to support the identification, cultivation, solicitation and stewardship of St. Joseph's mid-level and major gift donors.

The Development Officer will manage a portfolio of donors and prospects generating philanthropic commitments of \$25,000 or more from individuals and foundations that are central to the success of the institution's fundraising revenues. The Development Officer is a frontline fundraiser with specific revenue goals and is responsible for realizing these on an annual basis. The Development Officer spends the bulk of their time meeting with prospective donors. The Development Officer is part of the major gifts team working closely with the Vice President and Senior Manager, she/he will support the work of this group in a variety of ways.

Roles & Responsibilities

- Manages portfolio of 100-120 major and mid-level gift prospects through the donor cycle including conducting one-on-one meetings with prospects to secure donors and gifts of \$25,000 and more

- Implements plans for prospect identification, cultivation, solicitation that support strategic initiatives
- Develops and supports west-end influencers tasked with raising major gift funds and critical awareness from their networks
- Supports major gift activities as part of the Foundation's existing events and activities
- Works in collaboration with the Senior Manager, Development to set goals and develop plans
- Works closely with other departments as required in furthering the goals of the Foundation

The position requires the ability to:

- Implement moves management strategies aimed at increasing support for St. Joe's
- Write letters of inquiry, acknowledgements, proposals, and other donor correspondence; develop customized solicitation tools; write talking points for meetings
- Prepare briefing and debriefing notes, letters and other documentation to support the closing of gifts
- Excite people by effectively communicating the Foundation's vision
- Strong organizational skills and professional demeanour
- Strong interpersonal skills and judgment
- Maintain confidential and privileged information with discretion
- Ensure timely and accurate maintenance of all gift, solicitation and donor information in Raiser's Edge(CRM)
- Focus on project outcomes, identify challenges, and quickly adapt tactics as necessary
- Use MS Office applications
- Strong team player with a good sense of humour and ability to have fun

The Foundation team works in a mixed model (onsite and remotely). At least a few days a week are onsite with the team.

Applications will be reviewed on an ongoing basis before the application deadline closes.

We thank all applicants for applying, however, only qualified candidates selected for an interview will be contacted.

We are looking forward to you helping us realize impressive results now and in the years to come!

As a condition of employment, all external hires will be required to submit proof of COVID-19 vaccination or documentation unless a valid accommodation under the Ontario Human Rights Code exists. Please note, if you are extended an offer of employment, **you will be required to provide proof of vaccination in Ontario QR Code format.** All internal candidates must be in compliance with Unity Health Toronto's COVID-19 Vaccination Policy.