

**Job Posting #24-005
Senior Major Gifts Officer – Full-Time**

Job Summary

As a pivotal leader within Toronto Humane Society, the Senior Major Gifts Officer holds the primary responsibility for advancing the organization's Major Gifts Program, with an emphasis on cultivating, soliciting, and stewarding High Net Worth (HNW) and Ultra High Net Worth (UHNW) individuals. This role demands a strategic and nuanced approach to philanthropy, combining deep insight into donor motivations with a sophisticated understanding of relationship management at the highest levels.

The Senior Major Gifts Officer will expand our network of significant donors, employing innovative strategies to engage and inspire HNW and UHNW individuals towards transformative contributions. This position involves not only managing a portfolio of existing donors but also identifying and cultivating new prospects who have the potential to become key supporters of our mission. Critical to this role is the ability to align the major gifts strategy with the overall goals of Toronto Humane Society. The Senior Major Gifts Officer will work closely with the Director, Integrated Marketing and Development, providing leadership and guidance in all aspects of major gifts fundraising, including mentorship of the Major Gifts Officer and other internal stakeholders, fostering a culture of excellence and ethical fundraising within the team.

Main Duties/Responsibilities

Strategic Responsibilities:

- Develop and implement engagement strategies for HNW and UHNW donors, fostering strong, personalized relationships.
- Oversee and enhance the donor portfolio with a focus on HNW and UHNW individuals, employing targeted communication and engagement strategies.
- Collaborate with the Director, Integrated Marketing and Development to align high-level fundraising efforts with the needs and preferences of HNW and UHNW donors.
- Plan and execute donor events and experiences tailored to the interests of HNW and UHNW individuals, increasing engagement and funding opportunities.
- Analyze the major gifts program's performance, focusing on donor portfolio effectiveness, and use insights to drive improvements.

Programmatic Responsibilities:

- Mentor and support the Major Gifts Officer and other internal stakeholders in managing their donor portfolios, sharing advanced techniques for donor analysis, segmentation, and engagement.
- Lead the planning and execution of major donor events and fundraising campaigns, strategically engaging and expanding the donor portfolio.
- Regularly evaluate and refine fundraising strategies to ensure alignment with the changing landscape of major gift fundraising.

Management and Administration:

- Provide leadership and guidance to team members, fostering an environment of learning and growth in major gifts fundraising.
- Ensure compliance with national and provincial regulations in all major giving initiatives, upholding ethical fundraising standards.
- Participate in the development of policies and protocols related to major gifts and donor relations.
- Maintain a high level of confidentiality in all donor interactions and ensure adherence to data integrity and ethical fundraising principles.

Compliance and Stakeholder Management:

- Present a positive and professional image of the organization when interacting with employees, clients/customers, visitors, and other external stakeholders.
- Know of external regulatory bodies governing the organization, and all Toronto Humane Society policies and protocols, and ensure staff work compliance within the regulations.
- Attend and participate in workshops, seminars, and in-service training to further education, skills, and knowledge, including pursuit/maintenance of CFRE designation.
- Conduct objective and constructive performance reviews as scheduled.
- Review training programs to ensure compliance and workplace feasibility.
- Understand and use correct reporting procedures for serious or unusual incidents, including but not limited to client injury or illness, incidents of aggression, or injury involving employees.
- Work in compliance with the provisions of the OHSA and its regulations, including understanding and adhering to the requirements of the Health and Safety Manual, and any other rules and regulations established by the Toronto Humane Society

Qualifications/Requirements

- Minimum of 8 years' experience working in fundraising
 - Minimum 5 years in Major Gifts Fundraising
- CFRE designation, or receipt within 18 months.
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the role.
- Proven track record in managing and soliciting major gifts from HNW and UHNW individuals.
- Profound understanding of organizational structures for effective resource management across departments.
- Comprehensive understanding of major gift fundraising, donor psychology, and HNW/UHNW donor engagement strategies.
- Strong understanding of industry challenges and adeptness in addressing them.
- Diplomacy, negotiation, conflict resolution, and exemplary people management skills.
- Ability to build and maintain lasting relationships with external stakeholders.
- Effective communication with stakeholders at all levels.
- Delegation skills, monitoring progress, and instigating positive change.
- Strong organizational, planning, and execution skills.

Work Conditions

- Interaction with donors, employees, management, and the public at large, under varying circumstances, including situations of a highly sensitive nature.
- Flexible hours, including nights, weekends, and holidays.
- Travel required to and from donor meetings.
- Opportunity to work remote occasionally, 2-3 days in office required.
- May be required to work long hours.
- High levels of stress and pressure
- Attendance and conducting of presentations.
- May require occasional overnight travel
- May involve the lifting, carrying, pushing, and/or pulling of heavy to moderately heavy objects and materials.
- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, noise extremes, hazardous materials, toxic agents, animal/wildlife attacks, animal bites, disease, pathogenic substances, or rude/irate customers.

This position is **non-union**.

Pay Range: \$100,000 - \$120,000



- Interested applicants should forward a copy of their resume to: [hiring@torontohumanesociety.com](mailto: hiring@torontohumanesociety.com)

Toronto Humane Society is committed to building and sustaining a diverse and equitable workplace where people's unique backgrounds, experiences, and perspectives are valued, respected, and welcome. We recognize that a diverse and empowered workforce helps us better serve our animals, clients, and community and contributes to Toronto Humane Society's overall growth and success. Therefore, we strongly encourage qualified applications from underrepresented and equity-deserving groups within the animal welfare sector, including Indigenous, Black, racialized, immigrant, 2S/LGBTQ+, and people with disabilities.

Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the Bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.

Posting Date: January 30, 2024

