



Major Gifts Officer

Location: Windsor, Ontario

Reports to: Executive Director, Windsor Regional Hospital Foundation

Position Type: Full-time, Permanent

About Windsor Regional Hospital Foundation

Windsor Regional Hospital Foundation is the fundraising arm of Windsor Regional Hospital. The Foundation is in the early stages of a **transformative capital campaign** to fund the new state-of-the-art acute care hospital, **The Fancsy Family Hospital**. This is a critical moment in our region's history, and the Foundation is building a dynamic team to secure the philanthropic support needed to bring this vision to life.

Reporting to the Executive Director, the **Major Gifts Officer** will be responsible for proactively developing and managing a pipeline of approximately 100-150 prospective donors and closing gifts in the range of \$100,000 to \$1M. Passionate about Windsor-Essex and about helping Windsor Regional Hospital grow to meet community needs, the Major Gifts Officer is a naturally curious, self-starter who can work independently and also as a collaborative partner with senior volunteers and the entire Windsor Regional Hospital Foundation team to open doors and deliver results.

The Major Gifts Officer will possess a passion for philanthropy, bring a depth of experience and knowledge of moves management principles, poised and professional in every interaction and is simply a master at relationship building. Armed with a compelling case for support and extensive fundraising tools, the Major Gifts Officer will with ease leverage their dynamic interpersonal and presentation skills to increase financial support at the major and leadership gift levels. Persistent in their drive to identify and employ new ideas to cultivate prospects, solicit donors and provide personalized stewardship, the Major Gifts Officer is a highly motivated, boots on the ground fundraiser excited to embrace the enormous philanthropic opportunity in Windsor-Essex and inspire donors to fulfill their passions through their giving to Windsor Regional Hospital Foundation.

Primary Responsibilities:

- Active in revenue generation with a personal, annual revenue goal starting at \$1 million+; maintaining a personal portfolio of up to 150 prospects at various stages of development to meet defined revenue goals.
- Utilize proactive identification and qualification strategies including cold calling, visits, prospect research etc. to identify untapped sources of revenue and expand prospect pool to build donor pipeline
- Develop and implement strategies that identify, engage, cultivate, solicit and steward a pipeline prospects and donors to secure gifts in the \$100,000 to \$1M range.
- Generate and execute donor calls independently and with senior volunteers in a manner that meets position metrics and overall goals
- Identify opportunities and leverage creative thinking to attract and confirm donor support amongst the diverse groups represented in Windsor-Essex
- Monitor and report on key metrics in relation to the portfolio. Prepare and execute contingency plans as needed.
- Drive private and/or public foundation strategies and own select target community engagement
- Maintain accurate and timely records in Raiser's Edge
- Maintain a high degree of motivation, teamwork and superior work ethic consistent with the employment philosophy of the Foundation.
- Adheres to Occupational Health and Safety Legislation and Windsor Regional Hospital and Safety Policies.
- Positively represents Windsor Regional Hospital Foundation in the community.
- Other duties and responsibilities as assigned.

Qualifications

- University degree/College diploma in a relevant field required; CFRE Certification considered an asset
- Progressive fundraising and/or sponsorship sales experience with a demonstrated track record of closing 5 and 6 figure gifts
- Self-starter approach to revenue generation with the ability to modify traditional fundraising methods and embrace new ways of working with donor prospects who are ethnically diverse and view philanthropy with a unique lens
- Experience managing fundraising volunteers to meet revenue targets
- A strong relationship builder through effective communications and ability to establish trusting relationships with key stakeholder groups.
- Extremely effective interpersonal skills with a professional presence and manner, and capable of exercising independent judgment, initiative and flexibility.
- Demonstrated ability to think strategically, work proactively, and manage competing priorities in a complex environment.
- Knowledge and experience in cultivating and securing major gifts from private and/or public foundations
- Excellent organizational, planning and time management skills and exacting attention to detail.
- Superb critical and analytical thinking, decision-making and problem-solving skills.

- Excellent oral and written skills with a demonstrated ability to write effectively and persuasively and present to diverse groups.
- Strong computer skills, including experience with MS Office software applications and demonstrated knowledge of Raiser's Edge, preferred.
- Prepared to respond to a fast-paced changing environment requiring flexibility and adaptability with respect to working hours.
- Access to a vehicle and valid driver's license.

We hope to fill this role as soon as possible – applications will be reviewed as they are received, so early submissions are strongly encouraged.

Closing Date: October 31, 2025