

**MANAGER, MAJOR GIFTS
RESOURCE DEVELOPMENT**

ROLE PROFILE

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| Business Unit: | Resource Development |
| Reports to: | Director, Resource Development (RD) |
| Status: | Full time, Ongoing |
| Salary Range: | \$71,700.00 - \$90,000.00 per year |
| Location: | This position is remote and based in Toronto, ON or Vancouver, BC |

Founded on the legacy of Rick Hansen's Man In Motion World Tour, the Rick Hansen Foundation (RHF) is a Canadian registered charity with the vision of creating a fully inclusive and accessible world where people with disabilities are living to their full potential. Through our programs and partnerships, we break down barriers for people with disabilities by changing attitudes, creating accessible spaces, and inspiring an inclusive society.

RHF is a dynamic and rewarding place to work and our success begins with our people. We are committed to building a diverse workforce representative of the communities we serve. We welcome applications from all qualified candidates including Indigenous peoples, individuals of all genders and sexual orientation, race, ethnic origin, all abilities, age, and religions and anyone living at the intersection of these identities.

Preference will be given to applicants who are persons with disabilities, and we highly encourage persons with disabilities who are qualified candidates to apply. If this applies to you, we invite you to disclose your disability in your cover letter.

If you're interested in being a part of our innovative team we hope that you will consider this opportunity with us. If you do not meet the required education, experience and skills but have a combination of lived and professional experience, we encourage you to apply.

JOB SUMMARY

The Manager, Major Gifts is a seasoned fundraising professional responsible for advancing the Rick Hansen Foundation's (RHF) \$40M Legacy Fund Campaign by supporting research, identification, cultivation and solicitation of major gift donors and prospects.

This role manages a portfolio of donors and prospects, contributes to campaign strategy and execution, and ensures strong operational discipline and governance across fundraising activities.

This role may require occasional evening or weekend work for donor meetings, events, and campaign activities, as well as occasional travel as needed.

WORKING RELATIONSHIPS

The Manager, Major Gifts reports to the Director, RD and works closely with the VP, RD, Director, RD, senior leadership, volunteers, and campaign partners. This position collaborates with teams across RHF, including the Program teams, Finance and Marketing & Communications.

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ALL STAFF: KEY ACCOUNTABILITIES

As an integral member of the RHF team and as expected of all staff, this position actively participates with:

- **Strategy**
- **Organizational Culture**
 - Contributes to regular sessions, develops goals, supports and implements action plans
- **Inclusion, Diversity, Equity and Accessibility (IDEA)**
- **Values**
 1. We Engage Respectfully
 2. We Collaborate Authentically
 3. We Keep Our Promises

KEY ACCOUNTABILITIES

Major Gifts Fundraising

- Work closely with the VP, RD and Director, RD on managing prospects and donors on the legacy fund campaign.
- Lead a portfolio of major gift donors and prospects, driving individualized cultivation and solicitation strategies to secure gifts ranging from \$10,000 to \$200,000+ from individuals, foundations, and corporations.
- Work closely with Manager, Donor Relations and Coordinator, Donor Relations to advance prospect research, and analyze donor interests, giving history, and capacity to strengthen engagement strategies and grow the portfolio.
- Develop data-informed, personalized cultivation and solicitation plans to move prospects and donors through the moves management cycle, including discovery, engagement, proposal development, solicitation, and gift closure, in alignment with campaign goals and organizational priorities.
- Work closely with the Philanthropy Writer to develop compelling, customized funding proposals, applications, case statements, key messages, and any additional donor-facing materials required, to support successful fundraising outcomes.
- Collaborate with RHF program staff to secure accurate project information, including timelines, budgets and data, to ensure prospects and donors understand how their contributions will be used and the impact they will have.
- Support the CEO, VP, RD, Director, RD, campaign volunteers, board members, and senior leaders to advance prospect identification, cultivation planning, solicitation strategies, and follow-up activities to strengthen campaign engagement and fundraising outcomes.
- Represent the Rick Hansen Foundation with donors, prospects, and partners, and communicate the Foundation's mission, impact, and campaign priorities.

Data, Planning & Accountability

- Responsible for ensuring campaign administration is well organized, including tracking action items, managing timelines, preparing internal documents, and supporting campaign-related meetings.

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- Prepare briefing notes, status updates, donor profiles, solicitation strategies, contact reports, gift agreements, proposals, and other campaign-related materials.
- Develop regular campaign updates, dashboard summaries, Board, and committee reports for the VP, RD, Director, RD, senior leadership, and volunteer leadership as required.
- Maintain current and complete Salesforce records of donor and prospect activity, including contact reports, briefing notes, moves management actions, pipeline stages, proposals, and next steps, for accurate reporting.
- Track and analyze revenue progress, campaign pipeline activity, donor engagement metrics, and other key performance indicators to support accurate reporting, forecasting and decision-making.
- Liaise with the Marketing and Communications team to support the development of campaign collateral, multi-media donor presentations, proposals, impact materials, and other case-for-support materials.
- Work closely with Manager, Donor Relations on all campaign recognition and stewardship activities, including reporting, coordinating campaign events, off-site recognition and site visits and tours, ensuring strong follow-up and a high standard of donor experience.
- Contribute to a collaborative Resource Development team culture and perform other related duties in support of campaign and fundraising objectives.
- Performs other related duties in keeping with the purpose and accountabilities of the job.

QUALIFICATIONS

An equivalent combination of education, experience and skills/behaviours will be considered.

Education: Post-secondary education in fundraising, communications, business, nonprofit/campaign management, or a related field, or an equivalent combination of education and experience.

Certification/Designations: CFRE designation an asset.

Experience/Knowledge

- Minimum 5 to 7 years of progressive fundraising experience, with demonstrated success in securing major gifts.
- Experience with:
 - managing donor and prospect portfolios and moving relationships through the fundraising cycle.
 - preparing board and committee reports, donor briefings, proposals, and other fundraising materials for internal and external audiences.
 - working cross-functionally with communications, marketing, finance, senior leadership, and volunteer stakeholders.
- Hands-on experience with Salesforce or a comparable CRM, with strong attention to data accuracy, data integrity, reporting, and pipeline management, as well as hands-on experience with prospect research and wealth screening tools.
- Previous experience working on large-scale capital, endowment, or comprehensive fundraising campaigns is an asset.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook, Teams, Copilot) and experience with digital tools used for fundraising operations and reporting.

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- Comprehensive knowledge of the donor relationship cycle as well as moves management principles and major gift development strategies such as cultivation, solicitation, stewardship, and planned giving.
- Knowledge of major gift fundraising principles, donor cultivation and solicitation practices, and campaign strategy within a nonprofit environment.
- Knowledge of issues and information relating to accessibility and disability is an asset.

Skills/Behaviours

- Excellent relationship-building, interpersonal, and communication skills.
- Strong strategic thinking skills, with the ability to manage complex donor relationships over multiple years.
- Outstanding writing and editing skills, with the ability to prepare clear, persuasive, and donor-centered materials.
- Strong organizational and project management skills, with the ability to manage multiple priorities and deadlines.
- Demonstrated ability to maintain confidentiality, exercise sound judgment, and contribute positively to a collaborative and high-performing team environment.
- High level of discretion, professionalism, and attention to detail.
- Ability to analyze information, track progress, and translate activity into meaningful reports and recommendations.
- Ability to work independently while also collaborating effectively across teams.
- Proactive and results-oriented to support donor cultivation, solicitation, and stewardship activities.

How To Apply

If you are interested in being a part of our innovative team and are passionate about making a difference, we hope that you will consider a career with us.

The Rick Hansen Foundation is committed to providing accommodations to candidates taking part in all aspects of the selection process. Please let us know if you require a specific accommodation (i.e. virtual interview, closed captioning) so that arrangements can be made for the appropriate accommodations to be in place.

Interested and qualified candidates can apply quoting #2026-09 by **July 7, 2026**. While we thank all applications for their interest, only short-listed candidates will be contacted.