

*Senior Development Officer, Major Gifts
Full Time, Permanent
Toronto/Six Nations, ON
Annual Salary Range: \$90,862-\$113,577
Closing Date: August 31, 2026*

Employment Opportunity

Indspire has grown and developed into one of the Top 10 Charities of Impact in Canada, that invests in the education of First Nations, Inuit and Métis people for the long-term benefit of these individuals, their families and communities, and Canada.

Indspire is seeking a replacement **Senior Development Officer, Major Gifts** to play a key role in the expansion of support within the major gift portfolio (\$25,000+). They will utilize extensive experience in developing and executing an integrated and long-range cultivation, solicitation and stewardship plan of current and prospective major gift donors. They will be a key contributor to the annual revenue goals of the Major Gifts team and provide direction, planning and support to major gift fundraising related to Indspire's programs. This posting is for any existing vacancy.

What We Offer

- A competitive benefits and pension plan.
- 3 weeks' vacation with paid personal and sick days as well as additional holiday closings.
- A passionate, dedicated team culture.
- Opportunities for professional growth and cultural learning.
- The chance to make a real and lasting difference in the lives of Indigenous students.

Key Responsibilities

Fundraising

- Reporting to and working closely with the Director, Major Gifts to develop and execute major giving fundraising campaigns aimed at engaging individuals and family foundations with Indspire

- Maintaining a giving portfolio of approximately 125 donors, conducting a minimum of 30 face-to-face visits or calls per year with the goal of presenting at least 100 proposals and closing a minimum of 25 major gifts per year
- With the prospect researcher, identifying and qualifying major gift (\$25,000+) prospects for solicitation in-line with Indspire's priorities and fundraising strategies
- Collaborating with other departments to develop creative funding opportunities and producing tailored proposals for presentation to donors and prospects
- Supporting legacy giving expectancy targets by engaging major gift donors in the legacy program
- Maintaining accurate records of donor correspondence, agreements and reports to ensure top-level stewardship
- Working closely with development colleagues to ensure successful execution of fundraising and stewardship strategies and programs to maximize revenues
- Creating donor communications materials including customized funding proposals, gift agreements, case for support documents, briefing notes for solicitation, stewardship reports, presentations and other fundraising materials to support their annual revenue targets
- Producing fundraising reports, analyzing fundraising activity on a regular basis, and making recommendations to maximize major gift revenue
- Assisting the Director, Major Gifts with fundraising projects and events as appropriate
- Sharing knowledge of fundraising trends to develop new ideas that will result in better work practices to achieve increased fundraising results for major gifts team
- Working with the Director, Major Gifts to research and help plan the department's annual budgets, goals and annual work plans
- Providing support at fundraising events and for fundraising projects as required with the aim of enhancing the leadership and major gifts program
- Attending functions as appropriate to promote Indspire and its programs to donors and prospects

Qualifications

- Completion of a post-secondary degree or equivalent
- Progressive experience with a minimum of five years' experience of demonstrated success in the not-for-profit sector in major gift fundraising from individuals and foundations
- Knowledge of and experience in Indigenous communities an asset
- Demonstrated openness to learning and willingness to engage in cultural competency training.
- A solid understanding of the fund development and moves management process
- Exceptional written and oral communication skills

- Strong interpersonal and public relations skills and the ability to cultivate relationships with and communicate effectively with all donors, volunteers, and other stakeholders
- Ability to effectively coordinate multiple projects, deadlines, and priorities
- Team player that displays initiative
- Highly computer literate and able to work effectively with databases
- Ability to work with sensitive information with complete confidentiality
- CFRE an asset
- Ability to work in French is an asset.
- Occasional travel between Six Nations and Toronto offices is required
- Must be able to work occasional evenings and weekends possessing a willingness to travel within Canada

How to Apply

To apply, please visit

<https://indspire.applytojobs.ca/development/49996>

Indspire is committed to ensuring an equal opportunity and barrier-free recruitment process. Accommodation is available to all applicants upon request. Please contact us via email at hr@indspire.ca.

Please note that this employer uses artificial intelligence tools to assist in screening and assessing applicants for this publicly advertised position.

To learn more about Indspire, visit <https://indspire.ca>

Deadline for Applications: August 31, 2026, at 5:00 pm EST