Senior Development Officer, Leadership Giving
Full-time Permanent
Toronto/Ohsweken, Hybrid
Annual Salary Range: $90,862 - $113,577
Closing Date: December 11, 2026

Making a lasting impact. Work with purpose.

Join one of Canada's Top 10 Charities of Impact. Indspire is a national Indigenous charity that invests in the education of First Nations, Inuit, and Métis students, empowering individuals, strengthening communities, and building a stronger country for all.

Indspire is seeking a Senior Development Officer (SDO), Leadership Giving. This role responsible for developing and executing strategies to grow revenue, increase donor retention and strengthen relationships with individuals and family foundations contributing at the leadership giving level ($1,000–$24,999 annually).

Reporting to the Director of Philanthropy, the SDO manages a portfolio of leadership donors and prospects, developing personalized cultivation, solicitation and stewardship strategies. The role also oversees Indspire's mid-level giving program, the Brighter Futures Circle.

Leadership Giving serves as an important bridge between Indspire's annual giving and major gifts programs. The SDO will also collaborate closely with the Director, Major Gifts to identify donors with the capacity to make major gifts and develop personalized cultivation and solicitation plans.

Key Responsibilities
In this role, you'll be:

Leadership Giving and Portfolio Management

- Developing and executing individualized donor engagement strategies to grow leadership giving revenue, increase donor retention and encourage increased philanthropic support.

- Building and managing a portfolio of approximately 500 individuals and family foundations, prioritizing personalized engagement based on donor giving history, capacity, interests and engagement potential.
- Establishing appropriate donor segmentation and engagement strategies to ensure personalized outreach is focused on donors with the greatest opportunity for increased giving and long-term engagement.
- Ensuring donors receive meaningful and timely stewardship, including personalized acknowledgements, impact updates and other opportunities to strengthen their connection to Indspire.
- Identifying opportunities to secure multi-year commitments, recurring gifts and other forms of sustained philanthropic support.
- Developing tailored proposals, solicitation materials and other donor-facing communications as appropriate.

Brighter Futures Circle Program Management

- Leading the ongoing management and development of Indspire's Brighter Futures Circle, ensuring the program delivers a meaningful and consistent donor experience and program growth.
- Developing and implementing strategies to increase Brighter Futures Circle membership, retention, engagement and revenue.
- Collaborating with internal teams to coordinate member communications, recognition, benefits fulfilment, donor impact reports, and other stewardship and engagement opportunities.
- Evaluating the effectiveness of the program, identifying opportunities to strengthen its value proposition, donor experience and fundraising performance.

Integrated Annual Giving and Donor Communications

- Working closely with the Director of Philanthropy and annual giving team to ensure leadership giving strategies are fully integrated with Indspire's broader annual giving program.
- Contributing to the planning and execution of direct mail, digital fundraising, telemarketing and other mass-marketing initiatives to maximize engagement and revenue from leadership donors.
- Coordinating the timing and messaging of personalized donor outreach with the annual giving communications calendar to ensure a cohesive donor experience and avoid competing or duplicative solicitations.
- Collaborating on donor segmentation, audience selection, messaging and campaign strategies to identify opportunities for leadership donor retention and upgrades.
- Working with the Director of Philanthropy to develop and test new approaches to mid-level donor acquisition, cultivation, solicitation and stewardship.

Major Gifts Pipeline Development and Cross-Team Collaboration

- Working closely with the Director, Major Gifts and prospect researcher to identify high-potential leadership donors and develop cultivation and solicitation strategies.
- Establishing a coordinated approach to donor qualification, relationship management and the transition of donors from leadership giving to major gifts.
- Supporting the Director, Major Gifts with donor research, briefing materials, proposals and engagement activities related to leadership donors with major gift potential.
- Collaborating with the legacy giving team to identify and cultivate planned giving prospects and appropriately incorporating legacy giving opportunities into donor conversations.
- Working with Development colleagues and other internal departments to identify compelling funding opportunities and develop donor engagement materials that reflect Indspire's priorities and impact.
- Participating in cross-functional planning to ensure coordinated fundraising efforts and a consistent donor experience across giving programs.

Planning, Reporting and Administration

- In collaboration with the Director of Philanthropy, developing and implementing an annual leadership giving plan with defined revenue, retention, acquisition, upgrade and engagement objectives.
- Establishing, monitoring and reporting on annual revenue targets, budgets and key performance indicators for the leadership giving portfolio and Brighter Futures Circle.
- Regularly analyzing donor and program performance, including revenue growth, donor retention, average gift, upgrade rates, portfolio activity and movement into major gifts.
- Providing regular portfolio and program performance updates, identifying emerging trends, opportunities, risks and recommended actions.
- Maintaining accurate and timely donor records in Raiser's Edge NXT, including contact reports, solicitation plans, relationship information, donor preferences and stewardship activities.
- Supporting data integrity and consistent donor management practices across annual giving, leadership giving and major gifts.
- Collaborating with colleagues to develop and refine processes that improve fundraising efficiency, donor engagement and program effectiveness.
- Participating in fundraising events, donor meetings and other organizational activities as required.
- Undertaking other duties as assigned.

Qualifications

- Completion of a post-secondary degree or an equivalent combination of education and relevant experience.

- Minimum five years of progressive fundraising experience, preferably in leadership giving, mid-level giving, individual giving or major gifts.
- Demonstrated experience managing donor relationships and implementing successful cultivation, solicitation, stewardship and upgrade strategies.
- Understanding of annual giving programs and the role of integrated direct mail, digital fundraising and other mass-marketing channels in donor development.
- Experience managing a donor portfolio and using segmentation, donor data and giving behaviour to prioritize engagement and fundraising opportunities.
- Demonstrated ability to balance personalized donor relationship management with scalable fundraising strategies.
- Strong understanding of donor retention, upgrading, pipeline development and donor lifecycle management.
- Excellent interpersonal and relationship-building skills, with the ability to engage donors, colleagues and stakeholders professionally and effectively.
- Exceptional written communication skills, including experience developing compelling donor correspondence, proposals, stewardship reports and fundraising materials.
- Strong organizational and project management skills, with the ability to manage a large donor portfolio, multiple priorities and competing deadlines.
- Strong analytical skills and experience using fundraising data, performance metrics and reporting to inform strategy and improve results.
- Ability to work independently, demonstrate initiative and collaborate effectively across multiple fundraising teams.
- Proficiency with Microsoft Office Suite, particularly Outlook, Word, Excel and PowerPoint.
- Experience with Raiser's Edge NXT or a comparable fundraising CRM is preferred.
- Experience with Asana and SharePoint is an asset.
- Knowledge of and experience working with First Nations, Inuit and Métis communities is an asset.
- Demonstrated commitment to reconciliation, cultural humility and ongoing learning about Indigenous peoples, histories and contemporary experiences.
- Ability to exercise sound judgment, discretion and confidentiality when managing sensitive donor information.
- Ability to communicate in French is an asset.
- Occasional travel between the Toronto and Six Nations offices and to other locations within Canada may be required.
- Flexibility to work occasional evenings and weekends to support donor engagement and organizational events.

What We Offer

- A competitive benefits and pension plan.

- 3 weeks' vacation with paid personal and sicks day as well as additional holiday closings.
- A supportive hybrid work environment (three days per week in office).
- 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.

How to Apply

To apply, please visit:

https://indspire.applytojobs.ca/development/52485

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: December 11, 2026, at 5:00 pm EST