

Major Gifts Officer (Full-time)

Are you passionate about working with Albertans with disabilities and supporting your local community? Do you have what it takes to champion our Vision to Inspire Potential, Build Community and Enrich Lives?

Easter Seals Alberta is a provincial not-for-profit organization that has been supporting Albertans for more than 70 years. Our mission is to provide services that foster inclusion, independence, and recreation for individuals with disabilities and medical conditions. We strive to ensure that the resources Albertans need for an independent and full life are available.

Easter Seals fosters a work environment that is inclusive as well as diverse, where our people can be themselves. Every idea and perspective is valued to reflect the people we serve.

We have an immediate opening for a Major Gifts Officer, reporting to the Fund Development Manager. You will be responsible for working collaboratively across the agency to increase the number of major gifts of \$10,000 and greater to meet the increasing demands of people with disabilities.

Responsibilities

- Accountable for strategic development and execution of major gift donor support to Easter Seals Alberta through identification, cultivation, solicitation and stewardship of individual, corporate and foundation partnerships.
- Identify, develop and maintain a portfolio of 100 – 125 qualified prospects across the province.
- Personally conduct introductory calls, cultivation visits, solicitations, and stewardship activities to meet revenue targets. Actively participate and host cultivation events as required.
- Record, maintain and report on information about prospects and donors in Raiser's Edge NXT.
- Provide support in developing new and strengthening existing national partnerships.
- Assist in the managing of the Development Team budget; monitor expenses and reporting variances.
- Work collaboratively to prepare tailored and personalized proposals and impact reports.
- Lead projects and revise policies or protocols, as required.
- Remain up-to-date on current resource development programs, practices and procedures in the not-for-profit sector.
- Build organizational excellence, a collaborative working environment and a positive culture.

Qualifications:

- A degree in a related field such as non-profit studies, communications or arts with a minimum of five years of related experience; OR a related diploma with a minimum of seven years of related experience.
- Familiarity with all fundraising activities and success in the areas of: Major Giving, Corporate Donations, Sponsorships, Employee and Individual Gifts.
- Experience with donor management software (Raisers Edge preferred), good tracking practices and current knowledge of related tax rules
- Strong writing skills and ability to undertake donor administrative responsibilities such as preparing fund agreements, major proposals and public presentations. Ability to handle sensitive information with appropriate discretion.
- Excellent analytical, organizing, planning and time management skills.
- Proficiency in MS Word, Excel and Canva is essential.
- Team-oriented and able to work flexible hours.
- CFRE designation, CAGP, AFP membership and/or Raiser's Edge experience are strong assets.

Other:

- The Major Gifts Officer Position is 35 hours/week and reports to our Fund Development Manager.
- This position will require a mix of remote work and in office.
- Valid Driver's license and access to a reliable vehicle are requirements for this position.
- A satisfactory result of police information and vulnerable sector check are conditions of employment.

What we Have to Offer:

- Full Benefits
- Employer Matched RRSP Plan
- Fun, dynamic team culture
- An opportunity to continually grow and learn
- Ability to make a difference in the lives of others

How to Apply:

- **Forward resume and cover letter to hr@easterseals.ab.ca with Major Gifts Officer in the subject of the email**
- We thank all applicants for their interest. Only those selected for interviews will be contacted.