

DEVELOPMENT OFFICER

(Major Gifts)

FULL-TIME

(1 Year Contract)

Gilda's Toronto

"There are those who open their hearts to others...who never think twice about giving of themselves. They are the wonderful, warmhearted people who make all the difference in our lives."

- Gilda Radner -

If you can imagine yourself helping people live, while living with cancer, then Gilda's Toronto is the place for you.

Why Gilda's Toronto

Gilda's Toronto is a registered charity that has been a beacon of hope since 2001 for those experiencing cancer-related stress. Patients, their families and friends all benefit from the emotional support and practical resources we provide. Patients especially feel empowered as they gain a sense of control and experience less of the isolation and stress that can come with a cancer diagnosis.

Our comprehensive, evidence-based programs and services support individuals free of charge, each on their own unique cancer journey. We assess and guide new members towards the most relevant of the 600 tailored programs and mind and body activities we provide. From support groups to enhanced virtual offerings, our emphasis on community diminishes the feelings of fear and anxiety members might face.

Gilda Radner would be proud of the work we do in her name. A beloved cast member of Saturday Night Live, she drew strength from her visits to a Wellness Community in Los Angeles during her own cancer treatment. The first Gilda's Club opened in New York City in 1995 to support those touched by cancer. By 2009, Gilda's Club Worldwide had merged with the Wellness Community under the Cancer Support Community (CSC).

Today, we continue Gilda's legacy as part of the largest professionally led non-profit network for cancer support with over 175 locations worldwide. We've been helping people live, while living with cancer since 2001. And we're just getting started.

Position Overview

The Development Officer is the major gifts lead on the development team, collaborating with the Manager, Fundraising and Stewardship, and the Executive Director to evolve and carry out the major gift strategy, and other fundraising objectives. The Development Officer will identify, grow and manage a portfolio of high net-worth prospects; develop strong connections between the donor and the charity; and move donors through the process of qualification to solicitation to close. The Development Officer will play a vital role in supporting the organization's growth in major gifts that will ultimately allow the organization to increase its capacity to serve the increasing number of people who need support for their cancer-related stress.

Why join our team

- At Gilda's Toronto you will find a warm, compassionate and supportive team environment where there is incredible passion for the mission.
- Gilda's Toronto is a virtual work environment where employees can work from home that is located outside of the GTA but still within a range that would allow travel to meetings with donors and volunteers.
- Flexible work schedule that promotes work/life balance and accommodates the timing of meetings, and events with donors and volunteers that are a requirement in a major gift role.
- Professional development is supported with funding available to pursue learning goals and certifications.
- Opportunities for performance-based bonuses and increases.
- Full-time permanent status is possible after the contract year and comes with access to a Group RRSP where employee contributions are matched by the organization.

Responsibilities of the Development Officer

- Research and identify potential sources of major donors – individuals, foundations, and corporations.
- Undertake appropriate research to provide background information on prospects.
- Work effectively with the Executive Director to better understand fundraising priorities to successfully engage donors in providing their support.
- Develop and implement donor cultivation/solicitation/stewardship plans for each assigned prospect.

- Consult with others involved with a prospect, such as program staff and/or volunteers to gather background, and to determine the appropriate timing for solicitation.
- Lead cultivation, solicitation, and stewardship calls for prospective and existing supporters in this portfolio.
- Request involvement of the Executive Director and/or volunteers as appropriate and ensure these team members are properly briefed and prepared in advance of any contacts being made with a prospective supporter.
- Ensure development of proposals and stewardship reports for all donors in coordination other staff team members.
- Write and present proposals to prospective donors where required.
- Support all elements of fundraising including collaborating with colleagues responsible for events and annual giving.
- Track the major gift portfolio and regularly report on deliverables.
- Prepare gift agreements.
- Attend events to further relationships with existing and prospective supporters
- Develop performance goals in collaboration with the Executive Director.
- Ensure timely and accurate data on prospective donors and related moves management activity in the donor database (Raiser's Edge).
- Ensure appropriate and required recognition for all funders is up to date and complies with the applicable gift agreements.
- Engage and liaise with the Board and the Development Committee of the Board to identify prospects, attend meetings with prospects and donors and provide support to the major gift program.
- Support Gilda's Toronto strategic plan initiatives.
- Manage the budget for the major gift program.

Qualifications

- A university degree or college diploma in fundraising, sales, business development or corporate account management.
- 5+ years of fundraising experience, including 1-2 years soliciting major gifts.
- Demonstrated success in meeting or exceeding annual revenue goals.
- A proven track record in securing multi-year, major gifts of (\$100,000+) and building longstanding donor relationships with charities.
- Strong proficiency with Microsoft Office software applications including TEAMS, Outlook, Word, PowerPoint, Excel.
- Experience using Raiser's Edge NXT CRM database.

- Ability to work independently and highly motivated toward achieving goals while working in a virtual work environment
- Strong organizational/administrative skills to manage multiple deadlines and priorities to achieve goals.
- Demonstrated diplomacy in communicating with donors and senior volunteers.
- Excellent relationship management skills.
- Working towards or holding a CFRE designation is an asset.
- Familiarity with issues related to cancer support, oncology, and grief/loss is an asset.
- Available for evening hours and weekends to accommodate meetings and events with donors.

Commensurate with experience, the successful candidate will receive a competitive compensation package that includes salary \$70,000, three weeks of vacation, and a comprehensive health benefits plan following three-month probationary period.

Gilda's Toronto is an equal-opportunity employer. Gilda's Club is committed to delivering and improving access to employment for all persons with disabilities. Accommodation is available, upon request, in the application and interview process and in the course of all other methods of selection of employees. Successful candidates for employment will be introduced to and trained in respect of all of our human rights, accommodation and accessibility policies.

How to apply

Please send your resume, cover letter and compensation expectations via email with the subject line reading "Development Officer" in confidence to: info@gildasclubtoronto.org

Only those candidates selected for an interview will be contacted. We thank all applicants for their interest in working at Gilda's Toronto.

Employment Type

- Full-Time
- 1 year contract with the potential for permanent full-time
- This is a remote work position, and the successful candidate must be able to work from home or as mutually determined in advance.
- Candidates will be expected to attend in person meetings with donors and colleagues and events as needed primarily in the GTA