

Position Description

October 2021

Position:	Major Gifts Officer
Status:	Employment or Contract
Compensation:	\$70,000 - \$80,000
Region of Focus:	Ontario and Maritimes

The Opportunity: To play a key role in making a difference to Canadian life and the transformation of lives through faith in God by the unifying of evangelical Christians across Canada and strengthening of our collective voice speaking to government, the courts and the media, thoughtfully and effectively contributing evangelical beliefs, solutions and hope to the pressing public issues of our day.

Purpose of Position: Reporting to the Interim Director of Major Gifts, the MGO is responsible for identification, qualification, cultivation, solicitation and stewardship of high value donors.

The MGO works collaboratively with other team members to

- build and advance strong personal and professional relationships that result in philanthropic contributions from individuals and foundations;
- serve as a resource, advocate and spokesperson for fund-raising efforts;
- manage a portfolio of major donors and prospects, working independently and creatively to match donor interests with EFC priorities, develop funding proposals, and negotiate and structure gifts to the organization;
- prepare effective cultivation, solicitation and stewardship plans (sometimes involving senior administrators) for current and prospective donors and volunteers;
- and ensure the timely capture and recording of data relating to cultivation, solicitation and stewardship activity that is related to the assigned portfolio pool.

Responsibilities and Activities:

1. Major gift fund-raising. Activities include:

- Maintains a major donor/prospect portfolio of approximately 100 relationships with identified capacity to give \$10,000 and more
- Systematically follows best-practice-moves management.
- Personally visits 100 major gift prospects/donors annually, with a goal of achieving: minimum of 2 gift proposals monthly, at least 8 solicited major gifts closed (1/3 of proposals); and 2 planned gifts closed or bequests recorded.
- Conducts own donor-prospect research using multiple tools
- Tracks, documents and communicates fund-raising activity in CRM database and shares information with colleagues as appropriate.

- Identifies and engages volunteers as advisors to fund-raising strategies
- 2. Assists in strategy development and execution for major and planned gift fund-raising. Activities include:**
- Works with EFC leaders to establish appropriate fund-raising priorities and projects for the organization.
 - Helps establish and evaluate annual fund-raising targets and operational plans for major and planned gift activity.
 - Reports regularly on progress toward annual fund-raising targets including quarterly updates and annual performance evaluations.
- 3. Works in partnership with Development Dept team members on fund-raising programs. Activities include:**
- Works collaboratively on engagement strategies for prospective donors.
 - Collaborates regularly on prospect identification for fund-raising priorities.
 - Ensures appropriate gift processing procedures are followed (including written agreements, terms of reference, etc.) and appropriate gift acknowledgement.
 - Manages stewardship of major donors.
 - Collaborates on writing projects such as cases for support, proposals and stewardship reports, as necessary.
- 4. Leads the engagement between donors and EFC leaders. Activities include:**
- Create and execute plan to involve the president in at least 20 face-to-face fund-raising visits per year, ideally with the EFC's top prospects, and an additional 10 visits with other EFC members (e.g., executive v-p, board chair, etc.).
 - Provides appropriate briefing materials to leaders to execute strategies with donors.
 - Provides coaching and leadership as necessary to engage leadership in strategic fund-raising activities, including appropriate preparation and follow up.
 - Schedule and plan travel as necessary to facilitate personal visits with top prospects.

Knowledge, Skills & Abilities:

- Five or more years' experience in major or planned gift fund-raising with a track record of closing gifts of \$10,000 and greater, preferably in Christian setting. Related experience in sales, financial services and business development will be considered.
- Ability to coach and brief organizational leaders for fund-raising activities including operational planning, objective setting and establishment of fund-raising priorities.

- Knowledge of a variety of fund-raising tools and strategies, and demonstrated experience with activities throughout the giving cycle, including identification, cultivation, solicitation and stewardship.
- Ability to understand the needs and interests of major and planned-gift donors in order to develop relationships between them and the EFC.
- Ability to effectively apply biblical truths to support evangelical stances on various issues
- Interest in all aspects of Christian fellowship and a dedication to promoting fund-raising priorities through developing excellent relationships with EFC leaders, volunteers, and community representatives.
- Demonstrated project management skills.
- Excellent written and oral communication skills.
- Ability to meet deadlines and juggle competing priorities in a high-paced environment.
- Regular travel to visit donors and prospective donors is required.
- CFRE designation is an asset.

About the EFC:

The Evangelical Fellowship of Canada is the national association of evangelical Christians in Canada. *The EFC exists “to unite Evangelicals to bless Canada in the name of Jesus.”* Since 1964 the EFC has provided a national forum for Evangelicals, fostered ministry partnerships, conducted research on religious and social trends and provided a constructive voice for biblical principles in life and society. We focus on issues including Religious Freedom, Family & Community, Sanctity of Life, Care for the Vulnerable and Church & Mission. EFC affiliates include denominations, ministry organizations, post-secondary educational institutions and individual congregations who uphold a common [statement of faith](#) and [organizational objects](#) (goals) and who often join in [collaborative projects](#). The EFC also has thousands of supporting individuals.

For more information:

On behalf of the EFC,

Steve Hubley

Vice President, Annual Giving & Senior Consultant

Email resume with covering letter of interest to: s.h@globalphilanthropic.ca