



Boys & Girls Club
of Ottawa

JOB POSTING NOTICE

MAJOR GIFTS & ALUMNI DEVELOPMENT OFFICER

Reporting to: Director of Fund Development

Qualifications:

- University or College degree in communications, public relations, marketing or related program.
- CFRE designation or in process, equivalent experience will be considered.
- At least 5 years experience in major gift fund development with a proven track record of major gift program success.
- Demonstrated success as relationship builder with superb interpersonal skills, and a persuasive communication style.
- Demonstrated prospect research, analytical problem solving skills.
- Strong team player who works collaboratively with others.
- Proficient in Microsoft office software; experience with donor management software.
- Excellent written and communication skills.
- Excellent presentation and public speaking skills.

Responsibilities:

- Provide the development, planning, implementation and reporting of the major gift and alumni development program in order to achieve financial goals.
- Manage the major gift and alumni development campaigns working collaboratively with Board, Executive and support staff.
- Support management level planning, decision-making and best practices in actively pursuing major gifts and alumni for both fund development and alumni development programs.
- Identify and qualify prospective donors, cultivate positive relationships and successfully solicit major gifts.
- Actively cultivate and provide stewardship to a portfolio of established and newly acquired major gift prospects, achieving or exceeding a forecasted growth plans.
- Work collaboratively with the Director of Fund Development to identify and develop planned giving opportunities with both existing and new donors.
- Write funding proposals and grants in collaboration with Director of Fund Development.
- Support community engagement through public presentations and speaking engagements.
- Assist with development and training of junior staff that the support major gifts and alumni development programs.

Supervises:

- Volunteers that support major gift and alumni development initiatives

Required knowledge, skills and abilities

- Effective interpersonal and communication skills
- Demonstrated recruiting, training and supervision skills
- Demonstrated leadership skills
- Ability to perform public speaking duties/group presentations

Please note: the following are required for this position:

- *Valid Driver's License and access to a vehicle*
- *Criminal record check*
- *Ability to work evenings and weekends on an ongoing basis, including summer months*

Starting Salary: \$60,000 plus benefits and competitive annual salary increase based on performance.

All interested candidates are asked to submit their application, in confidence, to the Boys and Girls Club of Ottawa, Human Resource Department at vviale@bgcottawa.org, by fax at (613) 230-0891 or in writing at 2825 Dumaaurier Ave. Ottawa, Ont. K2B 7W3 no later than **Monday March 8th, 2010**. Please include job title in subject line of email.

We are an equal opportunity employer that encourages all interested candidates to submit a detailed resume and cover letter, quoting the position title.

We thank all applicants for their interest in this position however we will only be contacting those selected for interviews.