TB Vets Charitable Foundation

We are looking for a

**Philanthropy Officer**

Full-Time, Permanent

We are...

- A dynamic fundraising organization committed to raising funds and awareness to enhance respiratory health and wellness in our community.
- A passionate team of staff and volunteers that have worked together to raise more than $100 million in the 75 year history of the Foundation.
- An organization that was started by WWII Veterans and is now preparing for our next stage of growth.

The **Philanthropy Officer**...

- This position will be ideal for someone with high energy, a flexible schedule, and the ability to juggle a variety of tasks and deadlines and not break a sweat.
- We are a small but mighty team and this position is ideal to grow your flourishing fundraising career.
- If you love fundraising, have a keen eye for detail and top-notch administrative skills, we want to hear from you!

Applicants should send a resume, cover letter, and salary expectations by April 15, 2020 via e-mail to Kandys Merola – Executive Director at kandys@tbvets.org. We thank all applicants for their interest, however only those being interviewed will be contacted.
Job Profile

PHILANTHROPY /DEVELOPMENT OFFICER

Summary of Role:

• Responsible for increasing revenue from legacy gifts by developing, implementing, and evaluating strategies to acquire new donors and manage relationships with existing donors
• Manages and grows both the donor program and the monthly donor program
• Utilizes relationship management, administration, marketing, and problem solving skills to enhance the various programs
• Must have good judgment, attention to detail, and the ability to communicate professionally to build strong relationships with donors, professional advisors, and colleagues
• Ensures a very high standard of customer service

Reports to:

• Executive Director

RESPONSIBILITIES:

Grow and Manage a Portfolio of Planned Giving Donors

• Establish relationships with individuals who have included TB Vets Charitable Foundation in their estate plans
• Maintain relationships with donors, new and existing, through personal visits and other communication
• Analyze donor information to determine priority donors, and create stewardship plans for different segments of planned giving donors
• Monitor and evaluate the effectiveness of donor engagement/cultivation, recognition and stewardship strategies and bring forward new engagement opportunities, as appropriate
• Working with the Executive Director the Digital Media & Marketing Officer, and Database Coordinator to identify generous donors and prospects
• Respond to indications of interest in planned giving from donors in a timely manner, provide technical information and follow up to acquire formal confirmation of the gift
• In consultation with other staff, develop and implement tailored solicitation strategies and proposals for prospects/donors, including detailed gift proposals
• Ensure that all relevant information related to donor interactions is regularly entered into the database (currently Raiser’s Edge)

**Develop and Manage Relationships with Professional Advisors**

• Organize and help conduct planned giving seminars in partnership with the Foundation’s professional advisor (PA) partners (lawyers, Accountants and Financial planners)
• Work to increase the understanding among Professional Advisors (PAs) of the positive impact a conversation about philanthropy can have to their client relationships by:
  ➢ Organizing the annual Professional Advisors Breakfast
  ➢ Increasing the size of the PA Task Force
  ➢ Seek opportunities to make presentations about the benefits of charitable giving to PA professional groups
  ➢ Maintain knowledge of federal and provincial estate, trust, and tax laws that impact planned giving

**Grow and Manage the Donor Program**

• Assume responsibility for the overall success of a designated portfolio of generous donors and meet or exceed program targets
• Work with Digital Media & Marketing Officer to identify generous donors and prospects
• Meet personally with generous donors to solicit increased levels of support
• Work with team members to fulfill generous donor benefits

**Grow and Manage the Monthly Donor Program**

• Assume responsibility for the stewardship and growth of the Monthly Donor program
Manage the Grant Request Program
- Communicate with Hospitals and First responder Foundations
- Manage and organize the grant requests
- Ensure media plan has been implemented

Develop a Sponsorship program
- TB Vets is in need of a Sponsor for a new children’s exercise program we are developing

EDUCATION AND EXPERIENCE:
- Diploma or degree or designation in fundraising, not-for-profit management, marketing and communications, or an equivalent combination of education and experience
- 2-5+ years direct and progressive fundraising experience with at least 2+ years’ experience working on major gifts, planned giving, sponsorship, and/or corporate giving
- Must have demonstrated planned gifts fundraising experience

KNOWLEDGE, SKILLS AND ABILITIES:
- Sound knowledge of fundraising principles
- Exceptional interpersonal skills including good judgement, diplomacy, sensitivity, and tact
- Ability to collaborate and work effectively as part of a team
- Demonstrated initiative and follow through
- Comfortable making cold calls
- Comfortable speaking in public
- Ability to work evenings and weekends as required
- Must have regular access to a vehicle and have a valid driver’s license
- Proven success in building and maintaining donor and volunteer relationships
- Proven ability to work successfully with volunteers
- Demonstrated ability to engage a wide variety of stakeholders
- Strong ability to analyze, plan, initiate, and complete projects in a timely manner
- Proven business development abilities and results orientated
- Strong attention to detail and excellent multi-tasking and time management skills
- Exceptional written and oral communication skills
- Proficient using Microsoft Office Suite
- Working knowledge of fundraising databases a definite asset (Raisers Edge)
- Understanding of issues facing healthcare and fundraising