



Development Officer – Planned and Major Giving

Position Type: Full-time Permanent (37.5 hours per week)

Canadian Council of the Blind *Is the Voice of the Blind in Canada*™

Based on belief in **ABILITY, not disability** Canadian Council of the Blind (CCB) is a nationally based highly focused, vibrant network of active members across Canada. Each chapter is unique to its geographic area of the country and engages in a variety of social and recreational activities based on the particular interests of their local members.

The Canadian Council of the Blind (CCB) is a membership-based not-for-profit organization that brings together Canadians who are blind, deaf-blind or living with vision loss through chapters within their own local communities to share common interests and social activities.

Position Purpose

CCB invites you to build on your career and become part of a small but passionate team of fundraising professionals. This position is a great opportunity for career development as we are looking for someone to coach and develop into the professional the council needs. Reporting to the Executive Director, representing Donor Relations, you will be a first-point of contact for donors and supporters and will deliver excellent customer service. You will be responsible for all aspects of gift fulfillment, including intake, processing, database management and receipting/ acknowledgement. You will also carry out donor cultivation activities to enhance the donor experience and foster long-term engagement.

General Responsibilities

- (40%) Develops strategies for the cultivation and solicitation of planned and major giving prospects and donors; recommends policies, standards and procedures. The Development Officer-Planned & Major Giving is responsible for their own fundraising portfolio consisting of (60– 80 prospects and donors). Manages the mid-level giving program, identifying, cultivating and soliciting prospects who may be candidates for significant future gifts.
- (25%) Gift entry/ processing for planned gifts including bequests, current gifts, securities, insurance, trusts, RRSPs, TFSAs, foundation grants and other gift vehicles. Manages all estate administration matters, consulting with Senior Management as necessary.
- (15%) The Development Officer - Planned & Major Gifts is responsible for implementing donor centric stewardship and recognition for all planned and major gift donors through thoughtful planning and concise implementation.
- (15%) Maintains information of activities, donors, and prospects using both paper files and Microsoft Dynamics - our CRM program.
- (5%) Maintains current knowledge of best practices and evolving trends in philanthropy through professional networking and training.

Your Impact at CCB

This position collaborates with all members of the philanthropy team. The Development Officer - Planned & Major Gifts ensures that quality deliverables are provided to prospects and donors on time and that revenue targets are met and grow over time.

Who You Are - Experience and Qualifications

Required Criteria

- Demonstrated ability to interact comfortably, tactfully and effectively with donors and prospects as well as internal and external stakeholders well and a genuine desire to know the unique story behind each gift.
- A minimum of 3 years' experience in planned giving and/or major gift fundraising.
- Thorough knowledge of estate planning, including wills and trusts, as well as general knowledge of income, estate and gift tax laws.
- Familiarity with comprehensive fundraising functions, receipting and CRA regulations.
- Implement an exemplary donor-centric stewardship program delivering ongoing custom communication materials that demonstrate impact and accountability.
- Ensure that all donor-facing activity including gift agreements and proposals is included in the moves management system.
- A results-oriented focus, a driven attitude, problem solver.
- Ability to manage multiple tasks all the while meeting deadlines and determining priorities.
- Must possess the ability to think strategically, work independently and as a member of a team.
- Experienced in handling sensitive and confidential situations directly.
- Excellent communication skills (both written and verbal) and well-developed interpersonal skills, in English/ French is considered an asset.
- Maintain a working knowledge of significant developments and trends in non-profit management, programming and philanthropy.

Advantageous Criteria

- University degree or diploma in fundraising or relevant discipline or commensurate work experience.
- CAGP Gift Planning Fundamentals.

Particular Working Conditions

- The position involves some evening and weekend commitments, and is eligible for overtime under our Lieu Time Policy.

Skills and aptitudes

- Excellent communication skills, both oral and written, in English/ French.
- Strong interpersonal skills and the ability to exercise tact, discretion and judgement at all times.
- Curiosity and willingness to always be learning.
- Proven administrative skills and organized approach with an ability to prioritize and effectively handle many demands.
- Capacity to work in a self-directed manner and demonstrated ability to work well within a team setting.
- Strong computer skills including MS Word, Excel, Office, Google Docs/Suite and standard database software.

What CCB offers to you

- Flexible hybrid workplace - remote and in office (located in Ottawa)
- Competitive salary range of \$68,000 to \$80,000 per annum (salary will be based on skills and experience)
- Benefits package.
- 3 weeks vacation per annum
- All Federal and provincial statutory holidays
- Specific skills training if required
- External and internal professional development opportunities.
- An inclusive workplace culture.

CCB is committed to creating and fostering an inclusive culture and welcome applications from diverse candidates. We strongly encourage applications from applicants with sight loss. Direct lived experience would be an asset. If at any stage you require accommodation, please let us know and we will work with you to support your accessibility needs.

Please note that while we invite applications from all interested and qualified applicants, only those selected for an interview will be contacted. All qualified applicants regardless of geographical location within Canada will be considered. Only applications with both cover letters and resumes submitted via email to hire@ccbnational.net will be considered.

Closing Date: March 1, 2023