

JOB TITLE	Major Gift Officer
DEPARTMENT	Development
LOCATION	PW112-700 William Avenue
REPORTS TO	Director of Philanthropy
SALARY RANGE	\$72,500 – \$95,000

Company Overview

The Health Sciences Centre Foundation rallies individual, corporate, and institutional donors in support of HSC Winnipeg—Manitoba’s hospital. In partnership with donors since 1976, the HSC Foundation has raised over \$255 million to support the important work of HSC Winnipeg. By inspiring Manitobans to donate, the HSC Foundation enhances patient care and accelerates innovation at HSC through the acquisition of state-of-the-art technology, the development of new clinical spaces, and the promotion of groundbreaking research. Through specific, timely, and essential investments, the HSC Foundation helps to deliver tomorrow’s health care, today.

Job Summary

The Major Gift Officer plays a vital role within the HSC Foundation’s Development team, managing a portfolio of prospective and existing donors with the capacity to contribute \$25,000 or more annually. Reporting to the Director of Philanthropy, this position is responsible for generating a strong pipeline of philanthropic support by identifying, cultivating, and stewarding individuals and businesses. This support helps elevate awareness and strengthen commitment to HSC Winnipeg programs, initiatives, and goals through major gift philanthropy.

As a frontline fundraiser, the Major Gift Officer will strategically manage relationships by identifying, cultivating, soliciting, and stewarding donors aligned with the Foundation’s funding priorities. They will work to deepen engagement with key supporters through thoughtful, personalized interactions to achieve annual revenue targets. A significant portion of time will be spent building meaningful connections with donors and prospects, including identifying potential candidates for Planned Giving.

Key Duties & Responsibilities

- Manage and grow a portfolio of high-value prospects and donors, focusing on engagement, retention, and revenue growth through strategic cultivation and stewardship.
- Support the major gifts program to drive organizational expansion, contributing to the Development team’s efforts in major gift cultivation
- Employ a strategic and metrics-driven approach to moves management; develop and execute individualized cultivation, solicitation, and stewardship strategies for major gift donors
- Prepare and coordinate fundraising materials including proposals, briefing notes, presentations, correspondence, and call reports
- Maintain accurate and timely donor records within the donor database



- Collaborate with the Director of Philanthropy to develop and implement a strategic major gifts fundraising plan
- Develop a strong understanding of HSC's redevelopment, research, education, clinical, and financial priorities, and related fundraising initiatives
- Identify compelling patient and donor stories and collaborate with the Marketing & Communications team to support external communications, such as newsletters, donor reports, web content, direct mail, media, and social platforms
- Work collaboratively with Foundation colleagues, hospital staff, and volunteers to coordinate efforts, share insights, achieve shared fundraising objectives and report on progress to key stakeholders
- Represent the Foundation professionally and consistently, with integrity and a strong understanding of its mission
- Demonstrate initiative, self-awareness, and confidence in a leadership capacity
- Participate in internal committees and support the planning and execution of annual events
- Attend Foundation and external community events as required
- Facilitate and contribute to meetings as necessary
- Perform additional duties as assigned

Education & Experience

- A post-secondary degree or diploma in fundraising, marketing, business, communications, or a related field, or an equivalent combination of education and experience
- Minimum of 3 years' experience in a fundraising role, with demonstrated success in securing five-figure gifts or higher
- Proven experience in developing and implementing moves management strategies
- Certified Fundraising Executive (CFRE) designation and experience with Raiser's Edge are considered strong assets

Skills & Abilities

- Exceptional leadership, interpersonal, and collaboration skills, with sound judgment and discretion in handling sensitive information
- Strong verbal, written, and presentation skills; able to communicate effectively with a wide range of stakeholders
- Proven ability to create and execute strategic fundraising plans
- Demonstrated aptitude for building long-term donor relationships and fostering a culture of philanthropy
- Excellent organizational skills with the ability to manage competing priorities and meet deadlines in a fast-paced environment
- Technologically proficient, with experience in Raiser's Edge/NXT or other donor databases, and the use of reporting tools and dashboards
- Knowledge of fundraising regulations and CRA guidelines applicable to Canadian charities
- Valid driver's license and access to a personal vehicle



Benefits & Perks

The HSC Foundation offers a rewarding, dynamic, and collaborative work environment with a competitive salary, a comprehensive health and wellness benefits package, three (3) weeks of vacation, RRSP matching, a short-term performance-based incentive program, hybrid work model, paid parking, and an annual professional development allowance.

At the HSC Foundation, you will help “deliver tomorrow’s health care, today” at HSC and make a difference in the lives of thousands of Manitobans and their loved ones.

How to Apply

Please submit your resume and cover letter to hr@hscfoundation.mb.ca by 4:30 PM CST Monday, July 14, 2025. Please be advised that only candidates selected for interviews will be contacted.

HSC Foundation is an equal opportunity employer and is committed to providing an inclusive and barrier-free workplace. We celebrate diversity and are dedicated to fostering an environment that values the unique perspectives, experiences, and talents of every individual.

Qualified candidates will be considered for employment without discrimination based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, marital status, disability, or any other characteristic protected by Canadian law.

Accommodation is available on request for candidates taking part in all aspects of the selection process.

If you have any questions or require assistance in the application process, please contact hr@hscfoundation.mb.ca