



Brain Canada

JOB DESCRIPTION

Position title:	Senior Development Officer, Philanthropy (Major donors and Planned giving)
Status:	Permanent, full-time
Reporting to:	Director of Philanthropy
Location:	Toronto- work remotely

SUMMARY OF THE POSITION

As a strategic member of the Development Team and with a solid track record of building and cultivating meaningful relationships with donors and prospective donors, the Senior Development Officer (SDO) actively contributes towards increasing donor engagement and philanthropic giving at the Brain Canada Foundation, by being responsible for identification, solicitation, cultivation, and stewardship of prospective major donors.

In partnership with the Director of Philanthropy, the SDO is responsible for developing and implementing strategic fundraising activities to increase revenue in the portfolio of major donors, with a goal of substantially growing this segment in the overall fundraising goals of the Brain Canada Foundation. The SDO will oversee implementing, marketing, and promoting a new planned giving program for major donors and will be encouraged to explore and propose new fundraising approaches and initiatives. The SDO will coordinate and collaborate with staff and colleagues to ensure the success of those new strategies, approaches, and initiatives.

RESPONSIBILITIES

Prospect and donor management/gift solicitation and stewardship:

- In collaboration with the Director of Philanthropy, planning, developing, and implementing solicitation strategies and comprehensive business plans for identifying, soliciting, and cultivating prospects and donors in the targeted segment.
- Creating and implementing individualized plans for assigned prospects and donors, with a focus on in-person meetings and presentations conducted with hands-on engagement and professionalism.

- Proactively researching prospects to develop new relationships with prospective donors and bringing solicitations to closure.
- Managing ongoing communications (correspondence, writing materials, proposals, reports, etc.) and continued cultivation of prospects, donors, and past donors. Delivering prompt and personal donor recognition, acknowledgement correspondence.
- Utilizing effective systems for identifying prospects, tracking donors, and maintaining detailed records of contacts through CRM.
- Work collaboratively with other members of the team, specifically with the Marketing & Communications, Finance and Programs Teams, for the crafting of high quality, customized donor proposals. Serving as a resource to colleagues based on prior success and experience.
- Orchestrating cultivation events and programs and collaborating in effective stewardship of major donors to ensure long-term commitment.
- Collaborating in the planning and implementation including sponsors' approaches for major fundraising events.
- Serving as an ambassador for the Brain Canada Foundation, consistently and convincingly demonstrating the role and importance of philanthropic support.

Implementation, marketing, and promotion of a new planned giving program:

- Collaborating in the creation and implementation of a new planned giving program at the Brain Canada Foundation, to attract new prospects and donors.
- With support from the Director of Philanthropy, developing and implementing stewardship plans for planned giving donors and prospects to ensure the building of long-term relationships with these key stakeholders.
- Coordinating activities aimed at generating planned-giving leads and developing follow-up strategies.

Management:

- Provide input in the development of the annual business plan and budget.
- Implement and monitor effective KPIs to meet or exceed quarterly and annually agreed-upon targets and budgets.
- Attending and participating in regular prospecting meetings to discuss, plan and track achievement of strategies and objectives.

QUALIFICATIONS AND ATTRIBUTES

- College or University degree or diploma in fundraising, communications, marketing or related discipline or equivalent work experience.
- Solid knowledge of the Toronto philanthropic community, with a proven ability to develop their own prospect list and implement strategies for the identification, cultivation, and solicitation of major donors. Ability to find innovative ways to engage and cultivate donors, and to successfully close and steward philanthropic gifts.

- Excellent written and verbal communications and writing skills in English. Knowledge of French is a plus.
- 8+ years of experience in direct fundraising/campaigns, ideally in the health sector or other relevant sector, with a demonstrated track record of closing major individual gifts.
- Superior communication and relationship-building skills with donors and corporate funding partners, with proven proposal and presentation skills and demonstrated initiative and confidence in making first-contact calls to seek out opportunities.
- Strong computer proficiency (MS Office applications) and experience with fundraising software and prospects' research platforms and databases.
- Solid understanding of scientific research an asset.

KEY TALENTS AND BEHAVIOR

- Ability to manage and prioritize multiple projects and deadlines simultaneously, and to work independently and as part of a team.
- Highly organized, with close attention to detail.
- Comfortable in front of senior leadership as well as internal and external stakeholders.
- Demonstrated ability to develop and maintain productive working relationships with colleagues, donors, sponsors, and other organizations.

About Brain Canada

Brain Canada is a dynamic charitable foundation that designs and develops research programs and funds transformative brain research across Canada. Brain Canada raises funds to support brain research and stewards the Canada Brain Research Fund, an innovative private–public partnership supported by Health Canada and more than 100 partners and funders. Brain Canada promotes a “One Brain One Community” approach that views the brain as a single interconnected system and fosters a stronger, more networked brain community across Canada. For more information, see braincanada.ca.

Evidence clearly shows that equity, diversity, and inclusion (EDI) in research environments enhances excellence, innovation, and creativity. Brain Canada is committed to building an equitable, diverse, and inclusive workplace where all team members have the resources and support, they require to reach their full potential.

Brain Canada believes in the power of the team. When individuals work together towards a shared goal, they are more successful. Brain Canada strives to foster a supportive working environment, where each person's unique perspective is heard and valued.

Work environment:

Brain Canada Foundation is committed to providing an excellent work environment for team

members to be their best self. We offer:

- The range of salary for the position is 85k-110k (or according to experience).
- A competitive compensation package including a complete benefits plan.
- A flexibility to work from home, in accordance with our Work-from-Home Policy.
- A healthy, flexible, and dynamic work environment that values teamwork, creativity, innovation and work-life balance,
- Access to professional development and training as available.

To apply:

Candidates are asked to please submit both a resume and letter of interest to: careers@braincanada.ca

Candidate submissions will be reviewed on an ongoing basis and the position will remain open until filled.