

## Job Opportunity

<b>Position</b>	<b>Major Gift Officer</b>
<b>Reports To</b>	Resource Development Manager
<b>Position Type</b>	Permanent Full-Time
<b>Salary Range</b>	\$60,000 - \$70,000 per Annum

### Who we are

Cornerstone Housing for Women provides safe supportive housing and emergency shelter to vulnerably housed women and women experiencing homelessness in Ottawa. Cornerstone is committed to providing these services in a way that offers residents dignity and a sense of hope.

At Cornerstone Housing for Women, you'll be proud of the work that you do. Our team members strive to make an impact in their community, they are passionate about ending homelessness, and they value inclusion.

We offer competitive wages, a comprehensive benefits package, flexibility, and opportunities for development.

### The Opportunity

Cornerstone Housing for Women seeks a skilled Major Gift Officer to join our team in achieving our major gift fundraising and planned giving program objectives

Reporting to Resource Development Manager, the Major Gift Officer will serve as a key member of the Development and Communications team and will play a vital role in helping us achieve our major gift fundraising and planned giving program objectives. They will be responsible for identifying and cultivating relationships with current and prospective major gift donors (major donors giving between \$1000-\$5000) and planned giving donors. This involves prospect research and stewarding donors throughout the major giving process.

The Major Gift Officer understands the importance of demonstrating genuine gratitude, meaningful impact, and ongoing opportunities for major donors to engage with our mission of serving women that have experienced homelessness in Ottawa. The Major Gift Officer leads the team in the adoption of industry best practices for growing our major gift and legacy program. They will work with our planned giving advisory committee to help execute workshops and grow our legacy giving program.

## **KEY DUTIES AND ACCOUNTABILITIES**

### **Maintain Major Gift and Planned Giving Program 60%**

- Lead the team efforts to steward our major gift donors, leadership giving, and help to grow our legacy program
- Actively work to establish long-term partnerships while strengthening existing relationships with major donors, corporate donors, and other key community members
- Support new funding opportunities including grant writing
- Possess strong knowledge of pertinent legislation, regulations, and guidelines related to fundraising
- Liaise with Planned Giving Committee to develop and expand our legacy giving program

### **Manage and Support Cornerstone Events and Stewardship 25%**

- In collaboration with the Director of Development and Communications assist with the development and execution of Cornerstone Signature Events
- Lead corporate sponsorship opportunities for events to strengthen corporate giving for the organization
- Prepare and participate in public relations and promotional activities to raise awareness and funds through our speaker's bureau

### **Prospect Research and Reporting 15%**

- Responsible for conducting prospect research, analyzing findings, and producing major donor, leadership giving, and planned giving reports for the Director of Development and Communications

Perform other duties related to the position as assigned.

## **REQUIREMENTS**

### **Education and Experience:**

- University degree/college diploma or equivalent combination of education and experience required
- CFRE is an asset
- 1-3 years of CRM experience with Raiser's Edge required
- 1-3 years of relevant experience in major giving, annual giving, donor relations, and stewardship with a demonstrated track record of success required
- Flexibility to work some evenings/weekends and valid driver's license required
- Bilingualism is a strong asset

### **Knowledge, Skills & Abilities:**

- Superior relationship building skills
- Proven ability to effectively steward supporters and understand the interests, needs, and values of donors, with a special emphasis on planning giving, leadership giving, and major gift donors
- Strong knowledge of Raiser's Edge and advanced knowledge of Microsoft Office software
- Excellent written and oral communication skills
- Strong creative problem-solving skills
- Strong work ethic, professional integrity, initiative-taker
- Discretion and tact in handling sensitive or confidential information
- Passion for social services and women's issues
- Ability to work independently, with minimal supervision, and under the pressure of a multi-stakeholder environment

### **Core Cornerstone Competencies:**

- Mission-Driven—passionate about ending homelessness.
- Resilience—remains engaged in work even when there are challenges
- Adaptability—adjusts approach, style, or priorities to meet organizational needs
- Collaborative—cultivates relationships with team members. Values the input of others and embraces opportunities to work together
- Accountability—takes personal ownership and responsibility for the quality of work and timeliness of work commitments

### **Job Specific Competencies:**

- Relationship Building—develops and maintains effective relationships with others; relates well to people from varied backgrounds and different situations
- Critical Thinking – the ability to identify the important questions to ask and problems to solve; shows versatility when unexpected changes occur
- Attention to Detail—is thorough when performing work and conscientious about attending to detail

Accommodation will be provided upon request at any time throughout the application process.

Interested applicants, please apply through our website [www.cornerstonewomen.ca/join-our-team](http://www.cornerstonewomen.ca/join-our-team). We will contact you if your candidate profile matches our hiring needs.

**No phone calls**, please.

Cornerstone is an Equal Opportunity Employer and actively encourages diversity in our staff team. Thank you for your interest in joining Cornerstone. Check out our website for more information <https://www.cornerstonewomen.ca>