

# Development Officer, Major Gifts/Planned Giving

South West Ontario, (1 year contract)  
Resource Development Department

Are you outward focused and fearless? An introvert or an extro-vert? Think like an entrepreneur? Are you always matching individual's needs to your charity's vision? Do you love events or love major gift calls more? Do you know how to move a donor through the pipeline from events to major gifts?

If you answered yes to any of these questions above we want to talk to you!

Our high impact charity has an amazing 72 year history of pushing the boundaries to make Ontario more accessibly. We support people living with spinal cord injuries to live the life they choose in a fully inclusive Ontario.

## **The Organization**

Spinal Cord Injury Ontario (SCI Ontario) has 72 years of collective expertise in the area of spinal cord injury, establishing the organization as a leader in its field. SCI Ontario's mission is to "deliver and champion excellence in serve, support, and advocacy for people with spinal cord injuries". SCI Ontario is a vibrant organization with 16 regional offices offering various programs and services including peer support, advocacy, community navigation, employment and attendant services. SCI Ontario values and recognizes the contributions of its employees and takes pride in supporting a personal work-life balance and being a workplace of choice.

## **Job Summary**

As part of our dynamic provincial team, the 1 year contract position (with opportunity to become permanent) of Development Officer, South West: major Gifts and Planned Giving (Windsor, London, Kitchener-Waterloo, Hamilton) plays a key role in supporting SCI Ontario's strategic direction for fund development to maintain and grow the donor database within the major giving & planned giving portfolio. This includes the identification, cultivation, solicitation and stewardship of individual and corporate donors. The site for this position will be determined, depending on the location of the successful candidate.

Reporting to the Director, Resource Development you will:

- Develop and execute regional Major Gifts and Gift Planning strategy, with support from Director, Development
- Responsible for event support, recruiting volunteers, meeting with donors and prospects in the region
- Collaborate with team members to lead local events which raise awareness of SCI Ontario and help fill the pipeline by converting event participants to annual and major gift donors
- Prepare prospect and donor related communication including major gift proposals, letters, briefing notes, call reports, agreements and required reports
- Co-ordinate and implement donor stewardship through the Raiser's Edge database, tracking consistently and accurately
- Support Annual Giving efforts in the region
- Complete other duties as assigned by the Director, Development

### **Qualifications:**

- Post-secondary education in a related discipline
- 3 – 5 years relevant fundraising experience with a focus on individual giving,
- Demonstrated understanding of the concept of donor centered fundraising
- Proven ability to identify and secure meetings with new prospects and proven success with soliciting gifts
- Excellent verbal, and written communication skills
- Strong computer skills, including proficiency with MS Office (Word, Excel, Outlook, etc.) and fundraising databases, specifically Raiser's Edge and Luminate Online, and research tools
- Exceptionally well organized, with superior time management skills
- Ability to travel, access to a reliable vehicle and a valid driver's license
- Willingness to work flexible hours, as may be required

If you would like to make a meaningful contribution to people with spinal cord injuries and other physical disabilities, we look forward to receiving your application. We offer a great working experience that takes into consideration a work-life balance.

Given the essence of Spinal Cord Injury Ontario, lived spinal cord injury experience will always be considered an important criterion among the criteria that are part of any given search. SCI Ontario is an equal opportunity employer dedicated to achieving accessibility in employment for persons with disabilities, while ensuring inclusive, barrier-free selection processes and work environments.

Reasonable and appropriate accommodation will be provided during the recruitment process upon request and addressed confidentially. We thank all applicants; however, only those under consideration will be contacted.

## SPINAL CORD INJURY ONTARIO

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Upon request, this position will require a Criminal Reference Check and credentials verification. If you would like to join our team, please forward your resume and corresponding cover letter, outlining your professional competencies and salary expectations in confidence by **June 21, 2018** to:

Human Resources  
SCI Ontario  
520 Sutherland Drive  
Toronto, ON M4G 3V9  
E-mail: [hr@sciontario.org](mailto:hr@sciontario.org)

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