



## MAJOR GIFTS OFFICER

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Do you believe everyone should have access to healthy food, and that food can be a powerful tool for connecting people and building better health and a stronger community? Are you looking at making a difference with a well-respected non-profit organization? Are you self-driven and self-disciplined? The Food Bank of Waterloo Region is looking for a talented, hard-working and dynamic Major Gifts Officer to join our team and help drive growth and engagement in Waterloo Region.

### Who You Are:

The Food Bank of Waterloo Region has an immediate opening for major gifts officer who will identify, engage, cultivate, solicit and steward current and prospective donors. You are responsible for stewarding a portfolio of current and prospective major donors and deepening their engagement with The Food Bank. Your relationship building skills and comfort with soliciting large gifts will lead you to meet and exceed annual targets to help the Development team achieve the overall fundraising goal. You will be as comfortable behind a computer as you are connecting with people face-to-face.

**Start Date:** Immediate, 1-year Contract

**Salary:** Commensurate with experience

**Application Deadline:** Until position is filled.

### Attributes:

- Ability to work effectively and manage multiple projects, deadlines and priorities
- Strong orientation towards an analytical and data-driven major gifts program
- Superior attention to detail and accuracy
- Excellent communications skills
- Hard-working and takes initiative
- Thrives in a fast-paced environment
- Strategic thinker
- Willingness to try new things
- Passion for issues surrounding hunger and poverty

### Who We Are:

**Established:** 1984

**Employees:** 27

The Food Bank of Waterloo Region is dedicated to meeting the needs of the community and ensuring no one goes hungry. Through community partnerships, The Food Bank of Waterloo Region acquires and distributes food to 100+ local community agencies and food programs.

The Food Bank of Waterloo Region provides employees with a flexible and progressive benefit package and accommodates for hours worked above and beyond and strives to address the personal time needs of each employee.

### The Position:

Reporting to the Director of Development, this position will work closely with the entire Development team. The Major Gifts Officer (MGO) will work with a pool of donors and take them through donor-centered cultivation, solicitation and stewardship plans. The MGO will contribute to building The Food Bank of Waterloo Region's brand and profile, engage new and existing supporters and contribute to the organization's ability to meet its revenue and advocacy goals. This position will practice ethical fundraising and handle donor relationships with discretion and diplomacy. This position will play an important role in contributing to the engagement strategy and many other major projects and initiatives.



## Responsibilities include:

- Manage a portfolio of 50-100 donors and prospects. This includes all phases of the gift cycle.
- Prepare personalized solicitation packages that focus on organizational needs, funder interests and recognition, as appropriate.
- Help plan and execute major donor cultivation, stewardship and fundraising events.
- Collaborate with the Development Officer & Partnership Managers on: corporate and foundation giving and sponsorships.
- Work closely with the Director of Development on implementing the portfolio management system, measurement and reporting of metrics in Raiser's Edge.
- Report on activity and results compared to goals and objectives.
- Consistently maintain up-to-date data, notes and actions in Raiser's Edge.
- Collaborate with Communications Team on select donor materials.
- Translate the organization's mission and programs into fundraising initiatives that garner strong and consistent financial support.
- Spend the majority of time engaging with donors. Working independently and be self-motivated in contacting donors through face-to-face (video) meetings and solicitations.
- Engage in networking and ongoing professional development activities.
- Maintain a professional, positive, and courteous demeanor.
- Perform other duties as assigned to meet organizational needs.

## Experience & Qualifications

- Post-secondary education, CFRE an asset.
- Minimum 5 year's experience in major gift fundraising
- Knowledge of and experience with Raiser's Edge and prospect research tools an asset.
- Ability to build rapport with prospects, donors, volunteers and the public in a professional manor.
- Excellent interpersonal and verbal/written communications skills.
- Respect for confidentiality and accuracy in handling donor information.

## Hours of Work

The Food Bank's public hours of operation are from 8:30 a.m. to 4:30 p.m. Due to the nature of the organization it is understood that irregular hours and hours above and beyond are included in the employee's salary but shall not exceed guidelines of the Employment Standards Act. Due to COVID-19, flexible work-from-home opportunities are possible for this position.

## Transformational Impact at The Food Bank of Waterloo Region:

- **35,552** individuals served by the Community Food Assistance Network last year
- **5,711,715 pounds** of food was acquired and distributed throughout the Community Food Assistance Network in Waterloo Region.
- **220** food hampers are distributed every day in Waterloo Region.
- In 2018, **3,544,025** meals were served through emergency hamper programs, community centres and outreach, community meals, school nutrition programs and shelter and residential services.
- **1,500** community meals are distributed every day.
- Nearly **40%** of households seeking food assistance are families with children

***Please submit your resume and cover letter, including salary expectations to: [hr@thefoodbank.ca](mailto:hr@thefoodbank.ca)***

*No phone calls please. Only candidates selected for an interview will be contacted.*