SHEPHERDS OF GOOD HOPE FOUNDATION

JOB POSTING
(Internal/External)

Shepherds of Good Hope Foundation (SGHF) is a not-for-profit charitable organization that is the fundraising arm of Shepherds of Good Hope (SGH). Its vision is funding homes, community and hope for all. Its mission is to raise the needed funds for SGH through ethical, donor-centered fundraising, and sustainable financial management. The Foundation is aligned with the core values of SGH, which works to provide permanent homes to people experiencing homelessness, helps to stabilize people in crisis, and supports members of our community through innovative harm reduction programs in multiple locations across the City of Ottawa.

POSTING NUMBER: 2022-141

POSITION: Officer, Philanthropy

$59,513-$80,517
Full-time
Non-Union
Benefits and RRSPs

CLOSING DATE: If you have the desire to work for a foundation that is dedicated to funding homes, community and hope for all, please **send your cover letter, including salary expectations, along with your resume, quoting position number 2022-141** to HRRecruitment@sghottawa.com no later than **4:00 p.m.** on **January 3, 2023**

JOB SUMMARY

Reporting to Senior Manager, Philanthropy. The Officer, Philanthropy, has a primary responsibility for all aspects of the donor cycle throughout the major gifts and legacy portfolios. The Shepherds of Good Hope Foundation team works collaboratively to increase all revenue streams. The Officer of Philanthropy plays a lead role in aligning internal support for other revenue-generating activities such as event sponsorship and capital campaigns.

RESPONSIBILITIES

- Identify, cultivate, solicit and steward individual, corporate, and legacy donors and prospects
- Work with the foundation team to collaboratively meet and exceed all fundraising targets

- Steward current mid-level, major, and legacy donors to achieve optimal donor acquisition and retention goals, including but not limited to conducting donor and prospects tours through our shelter programs and supportive housing residences
- Fulfill fundraising initiatives to achieve or exceed annual revenue goals set in collaboration with the Vice President, Philanthropy
- Actively work to establish long-term partnerships while strengthening existing relationships with corporate and community donors
- Ensure accurate and timely tracking and reporting of fundraising activities using Raiser's Edge
- Implement plans and meet goals while adhering to budgetary responsibilities
- Prepare and deliver written and verbal presentations and participate in public relations and promotional activities to raise awareness and funds
- Assist in the development of a comprehensive and proactive fundraising plan and strategies focus on expanding and enhancing philanthropic relationships
- Possess an excellent knowledge of pertinent legislation, regulations and guidelines related to fundraising

QUALIFICATIONS

- Post-secondary degree in fundraising, non-profit management and/or a combination of education and experience in fundraising
- Exceptional interpersonal and communication skills paired with the ability to inspire confidence and trust in prospects, donors, stakeholders and co-operation amongst colleagues
- A designation in Certified Fund-Raising Executive (CFRE) or pursuit of a CFRE, would be considered an asset
- Minimum of 3 years' experience in developing legacy giving and/or major gifts strategies
- A proven track record in developing and managing fundraising initiatives and in executing donor acquisition and retention strategies
- Demonstrated experience and confidence in making one-to-one donor solicitations at the $10,000 level and above
- Proven ability to effectively steward donors and understand their individual interests, needs and values
- Intermediate to advanced knowledge of Raiser's Edge and Microsoft Office software, as well as other database programs that assist in finding, managing and tracking high level donors. You love data and understand its importance in fundraising
- Excellent written and oral communications skills
- Strong creative problem-solving skills
- Project and time management skills, with demonstrated ability to create goals and objectives that meet deadlines that are aligned with work plans
- Perform daily work duties effectively
- Sound financial management and effective prioritization skills.
- Must be legally entitled to work in Canada
- Must be at least 18 years of age

- Must have advanced English communications skills, both written and oral. The ability to communicate in French is considered an asset

WORKING CONDITIONS

The regular working schedule is 8 hours from Monday to Friday, during normal business hours that are typically between 8 am and 5 pm. Some evening and weekend work will be required. This role provides the opportunity for a hybrid working environment. As a non-unionized employee, the organization offers a flexible working environment allowing team members to manage their time accordingly and utilize flexible working hours where needed.

We appreciate your interest and advise that only those selected for an interview will be contacted.

Shepherds of Good Hope is committed to being responsive to the diverse needs of our clients, residents, employees and volunteers, including those with disabilities. Please inform if you require accommodation through the hiring process and we will work with you to meet your needs.