

## POSITION DESCRIPTION – Senior Major Gift Officer

---

### TITLE

**Director of Philanthropy**

### REPORTS TO

Chief Development Officer

### SUMMARY

A Director of Philanthropy is responsible for ensuring success of the Foundation's Major Gift and Planned Giving programs. As a Director of Philanthropy, you will alongside the Foundations development team and will be responsible for helping to advance the mission of the KGH Foundation by fostering strong relationships with key partners and stakeholders, and will generate philanthropic support from individuals, corporations and foundations.

### CORE COMPETENCIES

- Strong interpersonal relationship skills
- Team focused
- Able to work to deadline
- Detail and results orientation
- Problem solving
- Accountability and dependability
- Independent and self-motivated
- Achievement oriented

### KEY RESPONSIBILITIES

#### Partner Management

- Manage a portfolio of 120+ partners/ potential partners capable of making major gifts of \$10,000 and above.
- Arrange and conduct face-to-face meetings with partners and potential partners making full and effective use of the expertise and experience of senior Foundation staff and Volunteers.
- Participate in all aspects of the gift cycle:
  - Initiate contacts with potential leadership and major gift partners
  - Develop appropriate cultivation strategies for them, including working with volunteers
  - Move potential partners in an appropriate and timely fashion toward solicitation and closure
  - Make an ask when appropriate
  - Coordinate and maintain stewardship contact with partners
  - Maintain a high level of professional relationships with all donors: adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance; reflect optimistic and positive attitude, and convey sensitivity to needs of the donors
- Develop and implement strategies to increase existing donor giving levels and commitments.
- Provide on-going, effective donor engagement through personalized reporting, donor meetings and the creation of innovative stewardship strategies as required.
- Monitor all partner contacts to ensure positive and purposeful partner and donor relations.

**Project Planning and Leadership:**

- Work in collaboration with the development team and Foundation staff to set goals and develop plans to achieve revenue success and philanthropic impact at KGH.
- Co- develop and help to implement key activities involved in major projects and campaigns
- Work in partnership with Foundation staff to establish and seek support for high priority initiatives
- Work with senior volunteers, IH staff and physicians as required to plan and manage partners identification, solicitations and stewardship activities
- Liaise with Foundation staff and volunteers to ensure consistent and coherent partners relations are paramount
- Seek leadership roles and play an active role in representing KGHF in the community

**Data and Records Management**

- Maintain up-to-date donor information in the Foundation's database
- Maintain accurate donor contact metrics

**Other duties as assigned.**

**REQUIREMENTS**

- Experience working effectively with a broad range of internal and external stakeholders
- Proven ability to set priorities, complete work with minimal supervision and meet deadlines
- Experience with Raiser's Edge is an asset
- Proven ability to secure, grow and sustain meaningful and lasting relationships
- Articulate, confident and with an ability to communicate effectively with all levels of internal and external contacts
- Able to interpret and communicate complex programs and ideas to a varied audience
- Ability to balance competing priorities, complex situations and tight deadlines
- Driven to surpass goals
- Strong focus on accountability
- Significant attention to detail
- CFRE is an asset

**WORKING CONDITIONS**

- Mix of regular office hours and weekend and evening hours as required.
- Overtime as required