



Senior Development Officer, Major Gifts & Partnerships

SALARY RANGE: \$82,000-\$92,000 (commensurate with experience)

BENEFITS: Stella's Place offers a generous health and vacation package from day one, including comprehensive medical, dental and vision health benefits, 3 weeks vacation, professional development opportunities and 15 health days annually. Vacation increases after one year of service.

REPORTS TO: Chief Development Officer

LOCATION: Toronto (hybrid 3-days in office)

At Stella's Place, we envision a world where healthy, resilient young adults can live the lives they choose. We are a privately funded, mental health treatment and assessment centre with an approach to healing that focuses on young adult lived experience, peer support and a co-creation model that includes young adults – a proven strategy for success. Young people's participation is what makes us different. It's what makes us effective.

Our visionary organization is ready for the next stage of its evolution as one of Canada's leading mental health agencies for young adults (aged 16-29), raising up to 5M+ annually to sustain our vision, mission and innovative program model. A recently completed \$14-million capital campaign has resulted in a state-of-the-art program facility in downtown Toronto.

We are seeking a Senior Development Officer, Major Gifts & Partnerships to work closely alongside the Chief Development Officer. This is a critically important role within our organization, raising funds for a highly respected agency that is ready to take its major gift and other fundraising programs to the next level.

This multifaceted role is ideal for a leader interested in bringing their expertise to a nimble organization with a big future. You are an energetic, curious and engaged relationship builder with superior verbal and written communication skills; comfortable with making 5 and 6-figure asks. You have a proven ability to raise major gift funds, steward donors, support senior fundraising volunteers, and prospect and cultivate new donors to the cause.

Become part of an organization that is working to improve the mental health of young adults and apply today!

POSITION SUMMARY

The Senior Development Officer, Major Gifts & Partnerships (SDO) will possess a passion for philanthropy and a strong understanding of donor relationship management. They are highly professional, with excellent relationship-building and interpersonal skills, and a proven track record of closing 5 and 6-figure major gifts and developing and maintaining corporate and other types of partnerships with supporters.

PRIMARY RESPONSIBILITIES

Cultivate, Solicit and Steward Major Gift Donors

- Develop and implement strategies that identify, engage, cultivate, solicit and steward a pipeline of individual, corporate and foundation prospective donors in all stages of the development cycle.
- Oversee an active prospect portfolio of approximately 100-150 prospects, maintaining their records in the CRM.
- Design and implement identification and qualification strategies for a group of prospects and create donor cultivation, moves management, and solicitation opportunities to further major gift development.
- Execute across a broad range of solicitations, including detailed grants and multi-year gift agreements.
- Prepare compelling and strategic major gift materials including briefing notes, tailored proposals and presentations, correspondence and gift agreements.
- Support fundraising volunteers:
 - Ensure senior fundraising volunteers are properly oriented to Stella's Place.
 - Brief and prepare, in advance of any contacts being made with prospects, coaching and partnering with senior volunteers on cultivation, solicitation and stewardship strategies.
- Develop and implement customized journeys to support donor management and stewardship strategies and activities, ensuring that donors are recognized according to the donor recognition policies and vehicles of Stella's Place and/or their gift agreements.
- Write and submit customized impact reports; participate in donor and other organizational events.

Record-keeping

- Maintain accurate records in Donor Perfect/Raiser's Edge, including meeting notes, gift agreements, moves/action items and call reports.
- Self-monitor to meet or exceed fundraising activity metrics (annual and long-term).

Other

- Participate actively as a member of an integrated development team; engage positively with other stakeholder groups and cultivate strong professional relationships with members of other departments.
- Assist in other duties as assigned in advancing the goals of the development team and Stella's Place.

Experience/Skills/Abilities

- Minimum of 5 years of progressive experience in fundraising with a demonstrated track record of closing 5 and 6-figure gifts required. Experience with campaign fundraising in the healthcare or social service sector is helpful.
- Extremely effective interpersonal skills with a professional presence and manner, and capable of exercising independent judgment, initiative, and flexibility.
- Demonstrated ability to think strategically, work proactively, and manage competing priorities in a complex environment.
- Excellent organization, planning and time management skills combined with a strong attention to detail.
- Superb critical and analytical thinking, decision-making and problem-solving skills with an ability to tell a story through metrics.
- Excellent oral and written skills with a demonstrated ability to write effectively and persuasively and present to diverse groups. Experience with public speaking/presentations is an asset.
- Strong computer skills, including experience with Google Docs, and online applications.
- Proficiency with Raiser's Edge is preferred; experience with DonorPerfect is an asset.
- Required to work flexible hours, including some evenings and weekends.
- Effectively uses empathy in interactions with others.

Education/Certifications/Licenses:

- A university degree or college diploma in fundraising, or a related field, OR 5+ years' experience in a major gift role
- Gift Planning courses and/or a CFRE designation are an asset.

YOUR APPLICATION

Interested and qualified candidates are invited to submit their cover letter outlining their interest in working with Stella's Place along with a detailed CV to jobs@stellasplace.ca. Please include the subject: Senior Development Officer, Major Gifts & Partnerships, by December 8, 2023. We thank all candidates for their interest.