



Job Posting
Hamilton/Burlington SPCA
Major & Planned Giving Officer

Position: Major & Planned Giving Officer
Hours: Full -Time Monday to Friday, Weekend, and evening availability
Location: Hybrid Schedule (To be determined by Supervisor)
Date Posted: February 27, 2024
Date Closes: March 28, 2024
Salary Range: \$60K to \$70K (**Performance Based**)

The Hamilton/Burlington SPCA (HBSPCA) is a leader in animal welfare in the Golden Horseshoe and one of Ontario's most progressive animal welfare agencies. Our aspiration is keeping pets and their people together. Service to community supports pet parents, delivers early intervention for pet health and wellness where pet families live, and is guided by the benefits of the human animal bond.

The HBSPCA is a not-for-profit animal welfare organization largely supported by donors and friends of the animals. Relations with donors are of top importance; donors make miracles happen every day for animals in the community and in care.

The Position

The Major & Planned Giving Officer is a new role within the organization. The Major & Planned Giving Officer is a self-starter, excellent communicator and is sophisticated and diplomatic when dealing with existing and new donors in our community and abroad. The Major and Planned Giving Officer assists in planning and implementing activities to meet the long-term goal of building HBSPCA planned gifts, as well as raising current support for operations. The Major and Planned Giving Officer meets with donors and prospects to qualify, cultivate, solicit, and steward planned and major gifts, working as part of a collaborative team across the Giving Division. This position reports to the Director of Individual Giving. As much time as possible is expected to be spent visiting with, cultivating, soliciting, and stewarding donors and prospects.

You will work with third party organizations like lawyers, funeral homes, estate professionals as the low hanging lead generation opportunities. You recognize that prospecting is both corporate and individual.

This job is right for you if:

- You enjoy researching and prospecting.
- You enjoy meeting people one on one.
- You enjoy listening to our stakeholders needs and wants, can translate those into outcomes.
- You enjoy developing relationships with current and new donors.
- You enjoy the opportunity to demonstrate your leadership and strength directly by your success in numbers and value.
- You have exceptional organizational and prioritization skills with high attention to detail.
- You are an idea person, creative and responsive.
- You are able to work with your peers and other departments to understand their needs and match or build related partnership funding models.

As the successful candidate, you will bring your “can do” attitude to fulfill the following responsibilities:

Position Responsibilities Include:

- Identify with the Director of Data, Privacy & Architecture a portfolio of potential donors to cultivate and steward along with new and ongoing identified prospects.
- Lead the development and implementation of a leadership circle of cause champions and higher \$2,500. + annual gift donors
- Identify the potential of a HBSPCA endowment fund.
- Identify and build a Potential Campaign (i.e. Inspired by you Campaign)
- Manage a portfolio of up too 150 major and planned giving prospects and donors to identify, qualify, cultivate, solicit, and steward supporters, including:
 - Planned giving prospects and donors to secure and formalize their planned gifts and to deepen their relationships with HBSPCA.
 - Potential and current major gift and restricted gift donors to support current operations.
- Conduct face to face visits with Legacy prospects and major planned gift prospects – approximately 50% planned giving, 50% major donors.
- Develop written proposals, illustrations, gift agreements, renewal letters, and other donor communications.
- Develop strategies and execute marketing plans to promote planned gifts among HBSPCA constituents through mail, surveys, on-air spots, web, e-mail, and print media.
- Participate in major and planned gift donor events for HBSPCA, including planning, execution, and speaking roles, as required.
- Serve as the lead of HBSPCA Major & Planned Giving Team and larger Giving Team, including participating in planning meetings, retreats, task forces, and as liaison to HBSPCA content areas.
- Document donor contacts in donor management / Raisers Edge system following established protocols.

- Provide regular reports on prospect management and fundraising results.
- Regularly travel to serve donors across Hamilton and occasionally travel provincially.
- Other duties as assigned.

If you are passionate about applying your knowledge, skills, and experience to make a tremendous difference in your organization and expand your career growth, then this role is for you! Please send your letter of interest, resume and your available start date in confidence to careers@hbspca.com _

Requirements

- Must be a team player
- Proven problem solver abilities
- Strong ability to listen and observe
- Ability to build partnerships and successful pitch documents
- Must have a valid driver's license
- Employment conditional on ability to work around pet companions
- Comfortable speaking/presenting in front of groups of people
- Enjoys working with all types of pets
- Excellent verbal, written and interpersonal communication skills
- Proficient in Microsoft Office and related programs
- Ability to work independently or part of a team.
- You want to grow within the organization

The HBSPCA offers paid vacation, pet discounts, extended health care benefits and a pension plan with matching contributions.

The HBSPCA is an equal opportunity employer and supports workforce diversity. We welcome and encourage applications from individuals with diverse backgrounds and lived experiences, as well as individuals of all abilities. Should you require accommodation during the recruitment process, please contact the shelter.

We thank all applicants for applying, however, only qualified candidates selected for an interview will be contacted.