THE OPPORTUNITY

The Windsor Cancer Centre Foundation is seeking a Full time Fund Development Officer. Reporting to the Executive Director, this position will assist with the planning, stewardship and solicitation of major gifts as well as cultivation of third-party fundraising organizations and special events. The Fund Development Officer will also work closely with the Executive Director along with staff and volunteers on donor engagement strategies.

ABOUT THE WINDSOR CANCER CENTRE FOUNDATION

The Windsor Cancer Centre Foundation, was established in 1996 and is an independent, community-based and volunteer-led registered charity that raises funds to purchase state-of-the-art equipment, support local cancer research, and provide short-term assistance to cancer patients experiencing financial need. All funds raised remain in our community. Thanks to tremendous community support, the WCCF has raised over $30 million dollars to support these programs at the Cancer Centre at Windsor Regional Hospital and throughout the regional cancer program.

KEY RESPONSIBILITIES

Reporting to and working for the Executive Director the incumbent must:

➢ Demonstrate knowledge of, and have experience in, the process of identification, cultivation, solicitation and stewardship of major gift donors.
➢ Knowledge of Raiser’s Edge management and gift processing.
➢ Research and prioritize the maximum giving potential/opportunity for each donor (may include sponsorship opportunities to maximize revenue and/or donation renewal).
➢ Plan and execute major donor/prospect cultivation events.
➢ Create and develop (and/or oversee the development of) customized major gift proposals and solicitation materials for prospects.
➢ Maintain a prospect tracking process using Raiser’s Edge Prospect Module and ensure all prospect lists are consistently updated and tracked in Raiser’s Edge.
➢ Ensure all recognition and stewardship promises for all major gift agreements are completely executed and within established timelines.
➢ Work closely with the foundation staff in the day-to-day operations of the WCCF.
➢ Develop and implement a planned giving strategy.
➢ Cultivate and steward relationships with individuals, corporate and foundation donors and partners.
➢ Develop a Donor Recognition Protocol.
➢ Be involved in community networks as appropriate to the role.

QUALIFICATIONS
➢ Charitable sector experience and a successful record of accomplishment of closing major gifts preferably with a health-related charitable organization.
➢ Current knowledge of donor cultivation, major gift/moves management fundraising initiatives, as well as giving vehicles and the tax aspects of these fundraising strategies.
➢ Sound knowledge and understanding of the importance of donor stewardship and current CRA guidelines as it relates to fund development.
➢ Strategic thinker with the ability to influence and inspire others and have demonstrated ability to build and maintain relationships with, and motivate, volunteers and donors.
➢ Strong team player who is also able to work independently and exercise sound judgment in relations with Executive Director, staff, board of directors, Volunteers, committee members and the general public.
➢ Understanding of the working schedule of non-profits and flexibility of hours required.
➢ Demonstrate superior written and verbal skills with superb attention to detail and deadlines.
➢ Self-motivated professional individual with a strong work ethic.
➢ The highest degree of ethical standards and professional conduct and operates with integrity.
➢ Experience working with Raiser’s Edge or similar fund development database.
FOR MORE INFORMATION AND WHERE TO APPLY

Interested Candidates are to forward their resume in confidence to:

Houida Kassem, Executive Director
hkassem@windsorcancerfoundation.org

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We thank all applicants in advance for their interest, however only those under consideration will be contacted.

Applications will be reviewed on an ongoing basis, and therefore early submission is encouraged.

Deadline to apply is August 2, 2019.