



INDIVIDUAL GIVING OFFICER (PERMANENT)

FULL TIME (35 hours / week)

Location:

London office | Travel within Elgin and Middlesex Counties is required.

Work Hours:

Monday - Friday, 8:30 a.m. – 4:30 p.m.

Schedule is flexible to reflect activities outside of regular business hours.

About United Way Elgin Middlesex

United Way's mission is to improve lives and build community by engaging individuals and mobilizing collective action. The most important thing United Way can do for our community is to use our reputation, relationships and expertise to bring together our community's resources of people, time, talent, relationships, expertise, technology, money and more. By channeling our community's power behind solid strategies, we can achieve lasting changes in the social conditions of individuals, families and our community.

The Opportunity

We are seeking an **Individual Giving Officer** to join our dynamic team. Reporting to the Director of Philanthropy and Donor Services, this role is responsible for developing, executing, and managing United Way's leadership giving strategy.

Compensation Structure

Based on the salary band for this role, external candidates can expect to be offered a starting salary in the range of \$60,000 - \$64,000. When determining the wage, we consider the market, candidate experience, as well as internal equity. We also offer...

- Three weeks paid vacation time to start
- Flexible working arrangements
- Paid winter shut-down between Christmas and New Years
- Paid sick / personal days
- Summer office hours
- Extended health benefits & RRSP with employer match
- Employee Assistance Program

Primary Responsibilities

- Collaborate with the Major Gift Officer to develop and implement a fundraising plan that incorporates leadership gifts, affinity campaigns, and major gift migration strategies.
- Manage a portfolio of 100 – 150 individual donors.
- Identify and manage a portfolio of 30 – 50 prospective donors.
- Manage the donor tribute program, which includes honour and in memory gifts, fulfilling donor requests through gift acknowledgment, liaising with team members and families on content for donation pages or funeral homes.
- Oversee the solicitation process, including drafting proposals and preparing volunteers and staff for donor meetings.
- Work with your Director to identify, recruit, and train volunteers for cultivation and solicitation activities.
- Oversee affinity groups that target leadership-level giving.
- Set and meet individual-giving goals; track and report progress on specific metrics.
- Work with team members to ensure leadership giving is factored into their initiatives.
- Maintain communication with workplace campaign staff.
- Collaborate with your Director to ensure that leadership-level donors are appropriately recognized and stewarded.
- Coordinate solicitation, cultivation, and recognition events with the Special Events Coordinator.
- Prepare impact and solicitation presentations and packages.
- Complete administrative tasks, e.g., maintaining donor details in the CRM, emailing, scheduling etc.
- Perform other duties as needed to ensure the safe and effective operations of the organization.



United Way
Elgin Middlesex

Application Deadline:

Friday, March 21, 4:30 p.m.

To apply:

Please email your cover letter and resume as a single document (in docx or pdf format only) to Lisa Simmons, Executive Assistant and Human Resources Partner
e. lsimmons@unitedwayem.ca

Our Ideal Candidate Will Possess

- Post-secondary education in business, communications, or non-profit management; or equivalent combination of education and work experience, e.g. sales, fundraising, high-level customer / client support.
- Minimum three years' experience, specifically in individual and planned giving.
- Demonstrated successful gift solicitation of \$2,500+.
- Exceptional interpersonal and relationship building skills.
- Ability to communicate and effectively manage relationships with a wide variety of constituents, e.g., companies, donors, community partners.
- Strong ethical and donor-centered fundraising acumen.
- High attention to detail and initiative.
- Strong organization, time, and project management skills; comfortable with changing priorities and demands.
- Experience coordinating volunteers.
- Ability to work well independently and collaboratively in a fast-paced environment.
- Community-minded approach that is progressive and innovative.
- Intermediate skills in MS Office; proficiency using CRM databases, e.g., Salesforce, and virtual meeting platforms.
- Valid Ontario driver's license and access to a vehicle with a minimum of \$1,000,000 insurance coverage.

United Way will consider non-traditional work experience such as volunteering when examining the skills and knowledge needed for this position.

United Way is committed to diversity and encourages applications from people who are Indigenous, racialized, 2SLGBTQ+, women, persons with disabilities, and other overlooked and underestimated groups.

As an equal opportunity employer, United Way is committed to accessibility and to protecting the human rights of its employees. In support of this aim, United Way Elgin Middlesex has an accommodation process in place to provide accommodations to employees with disabilities or when otherwise required under human rights laws.