



## **Major Gifts Officer, FT Edmonton**

The Mustard Seed is a Christian humanitarian organization whose vision is to build community, grow hope and support change. Intentionally following Jesus Christ and partnering with the community, The Mustard Seed combats the root causes of poverty in Alberta and works to create positive, lasting change in the lives of those we serve. The Mustard Seed provides basic services—food, clothing and housing, and support services—education and employment, to those living in poverty within Alberta.

### **POSITION SUMMARY**

Reporting to the Fund Development Manager, the Major Gifts Officer is responsible for identifying and qualifying prospective donors, cultivating positive relationships and directly securing support from donors (corporate, individual, church, association) who are capable of making gifts of \$5,000 or more. Maintaining a minimum of 125 accounts, this role requires strong relationship management and a passion for building internal and external relationships with the ultimate responsibility of raising funds for specific programs and needs of The Mustard Seed.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Manage a portfolio of 125+ major gift prospects and implement strategies to raise funds for The Mustard Seed's key priorities
- Build and steward relationships with The Mustard Seed's current and prospective donors
- Secure major individual and corporate gifts over \$5,000 and an emphasis on both corporate and individual major gifts fundraising
- Prepare and deliver high quality proposals (cases for support), presentations and other communications materials for major gift prospects and donors
- Actively lead and participate in calls on key prospects, as well as speaking to diverse and influential audiences
- Comfort and familiarity working closely with senior staff, volunteers and executive leadership to secure gifts, as well as conducting successful solicitations independently
- Record the relationship building process with contact reports filed in a relationship management system to facilitate open communication and team based fundraising environment
- Cultivate, support, communicate and manage leadership volunteers assigned to the development process
- Manage and supervise the implementation of appropriate donor cultivation, recognition and stewardship strategies for accounts within portfolio
- Direct the preparation of research to support key accounts within portfolio and participate in prospect identification and evaluation of prospects
- Participate in planning and implementation of fundraising campaigns
- Attend The Mustard Seed events and public events as appropriate
- Adhere to ambitious timelines

## MINIMUM QUALIFICATIONS AND SKILLS

- A goal-oriented individual with a passion to help end homelessness in Alberta
- 3 to 5 years of development experience; a proven track-record in major gifts fundraising is highly preferred
- Development experience in human services or Christian ministry is desirable
- Post-secondary education in business, marketing, communications or related field
- Evidence of ongoing upgrading of skills in communications, fundraising or marketing
- Certified Fundraising Executive (CFRE) designation desirable
- Proficient in use of Microsoft Office Suite, particularly Word, Excel and PowerPoint
- Experience using the fundraising CRM software (e.g. Raiser's Edge, Salesforce)
- Member in good standing of Association of Fundraising Professionals
- Driver's license and own vehicle

## OTHER INFORMATION

- Full-time position—40 hours per week, weekend and evening work will occasionally be required
- Minimal physical effort when not attending meetings in other locations, sitting at a desk a good portion of the workday
- Ability to travel locally and to conduct evening and weekend work is expected
- Employment Security Check is required
- As The Mustard Seed is a Christian ministry, we require our employees to be in agreement and to sign our statement of faith
- Must have legal authorization to work in Canada on a full-time basis for anyone other than current employer

### **Start date: Immediate**

This position will remain open until a suitable candidate is found.

**Apply online using our [Position Application Form](https://themustardseedhr.wufoo.eu/forms/position-application-form/) on our Careers page.  
(<https://themustardseedhr.wufoo.eu/forms/position-application-form/>)**

*The Mustard Seed offers a competitive compensation package including 100% employer paid extended health and dental benefits for staff and dependents, matching RRSP after one year of service, and flex days. The Mustard Seed embraces the concept of employment equity, which includes fair representation, anti-discrimination and reasonable accommodation.*

**Privacy Policy:** The Mustard Seed follows the principles of privacy therefore the privacy policy will be adhered to. We thank all candidates for their interest, however, only those candidates selected for an interview will be contacted. The Mustard Seed reserves the right to amend job advertisements. No phone calls please.