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**Director, Leadership Giving  
AB & NWT Division  
(Full-time)**

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Canada has one of the highest rates of multiple sclerosis in the world, making MS Canada's disease. The MS Society of Canada is the country's leading MS advocate, funding leading research in MS and programs & services that help people live well with the disease.

Reporting to the President, Alberta & NWT Division, the Director, Leadership Giving is an integral member of the Alberta & NWT Division fundraising team that strives to fulfill the mission of the Multiple Sclerosis Society of Canada.

The Director is responsible for building relationships and securing significant philanthropic commitments from individuals, corporations and foundations, and is accountable for consistent revenue growth as well as donor satisfaction. The Director leads the process of identifying, qualifying, cultivating and stewarding major donors, including planned giving donors.

The Director will play a key role in managing the prospect pipelines of senior Society leaders including the President, Alberta & NWT Division, senior volunteers, and at times, the CEO.

The Director is a self-directed and results-oriented leader who thinks strategically but also understands the importance of tracking donor interactions and following gift acceptance practices. The Director works collaboratively with the Director, Development and Corporate Relations in the area of Corporate Relations, as well as with all fundraising staff and senior leaders from across Alberta and at the national level to ensure success of the leadership giving program.

This position is a position of trust. The successful incumbent will be required to complete the screening process including completion of appropriate background checks in compliance with the National Screening Measures Policy as a condition of hire.

**Responsibilities:**

**Donor Relations and Solicitation**

- Achieves annual performance goals specific to revenue, pipeline development, donor meetings, proposal development and solicitation
- Works with volunteers, staff and board members to identify prospects with the capacity to make gifts of \$25,000 plus, to qualify them and build an engagement strategy
- Identifies and solicits new leadership gift and major gift donor prospects through personal visits (supported by management team) by phone or mail
- Leads the renewal of corporate, foundation and individual major gifts in the \$1,000 - 25,000+ range
- Manages key donor activities for portfolio of donors including personalized/customized proposals for donors, thank-you letters, face to face meetings, phone calls and donor reports
- Ensures the integration and coordination with other key fundraising activities of the MS Society and works collaboratively with the leadership giving team nationwide to advance overall fund development goals
- Formulates and implements effective cultivation, solicitation and stewardship activities to ensure that revenue targets are achieved
- Dedicated focus on donor interactions that build stronger, sustainable relationships through face-to-face, phone and written communications

- Leads the development and administration of the leadership giving program in AB/NWT Division including strategic planning, preparation of briefing notes for senior staff and volunteers, and recording donor engagement and gift activity in the Society's database

### **Communications and Collaboration**

- Provides fundraising support as required to ensure the integration of campaign donors to the annual program and advance campaign activities and achieve revenue goals
- Actively collaborates as a member of the National Leadership Giving team, which includes all divisions and the national fundraising campaign, to promote leadership giving to the MS Society
- Participates in monthly team teleconference calls to share learnings and best practices, annual team meetings for idea generation and visioning for the program
- Collaborates with the Director, Development and Corporate Relations in the identification and development of sponsorship opportunities
- Collaborates with colleagues in fundraising events, direct marketing, marketing and communications finance, programs & services, government relations and research on opportunities for funding support and donor relationships
- Assists chapters as needed with major gift/planned giving activities through chapter visits, presentations, consultation, training, and materials

### **Administration**

- Provides regular status reports (including written reports and presentations) to the Divisional President and AVP, Philanthropy & Campaign, on progress, highlights and issues related to leadership and capital campaign giving portfolio
- Maintains all donor records in Raiser's Edge
- Provides valued input and contribution to annual National and Ontario Division leadership giving business plans and budgets in collaboration with the AVP, Philanthropy & Campaign
- Working with the President, guides and sets leadership giving revenue targets as part of the Society's annual budgeting process

### **Corporate Relations:**

- Collaborates with the Director, Development and Corporate Relations in the identification and cultivation of corporate sponsorship opportunities
- Attends meetings with new relationships to identify potential new donors and/or sponsors

### **Supervisory Responsibility:**

- Works closely with the Leadership Giving administrative assistant in managing all meeting bookings, on line record keeping, completion of Sales Force profiles and other leadership giving-related administrative duties

### **Qualifications:**

- University degree with 5-7 years' experience in a not-for-profit environment managing fundraising programs or a related professional business environment or equivalent education and experience
- Experience working in a team environment and/or working with senior staff and /or volunteer boards is an asset
- A CFRE accreditation and volunteer work are also assets
- Goal driven and able to focus on performance metrics needed to successfully achieve revenue and relationship goals
- Proven experience closing 5-figure gifts and greater
- Ability to collaborate with MS Society staff to identify leadership giving prospects

- A track record of building strong relationships with prospective and current donors, board members, senior leadership, the leadership giving team, researchers and other staff
- Dynamic, outgoing personality with sound judgment and discretion
- Demonstrated commitment to professional growth
- Ability to support volunteer preparation for the fulfillment of donor meetings and solicitations
- Strong interpersonal and leadership skills and the ability to work effectively with all levels within the organization
- Ability to work autonomously and as a member of a team in a fast-paced, high volume and professional environment, managing multiple priorities
- Excellent written and verbal communications skills. Demonstrated comfort with public speaking and oral presentations
- Accuracy and attention to detail
- Excellent organizational and analytical skills with the ability to manage multiple priorities

**Special Considerations:**

- Required to work evenings and weekends as necessary
- Travel within Alberta is required
- Occasional travel within Canada is required

**Location:** Edmonton or Calgary, AB

We are working on a world free of MS, where improving people's quality of life is a part of our everyday life. If you too are passionate about our mission, we invite your expression of interest and resume submission to:

**Kelsie Spurvey**

Executive Assistant

Multiple Sclerosis Society of Canada

**E-mail:** Kelsie.Spurvey@mssociety.ca

**Application Deadline:** Until Filled

**Please note: applicants must include a cover letter and state salary expectations within their application in order to be considered.**

The MS Society has a bold vision for the future. We have a team of dedicated professionals who share a common goal to end MS and to improve the lives of those affected by MS. We strive to be an employer of choice and provide a working environment that values diversity, team work, and professional development.

The MS Society of Canada embraces diversity and encourages all qualified applicants to apply.

More information about the MS Society is available at [www.mssociety.ca](http://www.mssociety.ca).