

Major Giving Officer – Fund Development (temporary position until December 31, 2019)
Job Number: 34124

This position is a temporary full-time benefitted position until December 31, 2019.

Are you a consummate relationship-builder with expertise in fundraising or sales and business development? Do you want to enhance the Major Gifts program at one of Canada's leading public libraries? Do you want to be involved in a large capital campaign and help achieve our fundraising goal? If so, this is the place for you!

Every 3 seconds someone is borrowing from the Edmonton Public Library. EPL continues to be one of the most used and loved services in Edmonton. Join the team that will help keep this vital service available to all Edmontonians for years to come!

EPL is looking for a passionate and innovative Major Giving Officer to help build a sustainable tradition of major gift support for EPL. The Major Giving Officer manages the development, implementation and evaluation of EPL Major Giving plans, communication tools and programs.

In this role, you will play a key part in helping EPL achieve its goal of raising \$10 million to support the revitalization of the Stanley A. Milner Library, with primary responsibilities including:

- Major Giving: Working with the Fund Development Manager, responsible for researching, cultivating, soliciting and stewarding EPL's major donors. Maintaining a major donor/prospect portfolio of at least 50 relationships with identified capacity to give at least \$10,000, with a goal of at least ten major gifts secured during the first year. Identifying and engaging volunteers as advisors to EPL fundraising strategies, as appropriate.
- Capital Campaign: Working with the campaign cabinet, guiding group and individual stakeholder meetings, implementing and managing tailored cultivation and solicitation activities, preparing briefing notes for solicitation calls, accompanying individuals on calls and serving as expert witness during solicitation visits.
- Sponsorships & Events: In collaboration with other team members, assisting with the establishment and operation of events and sponsorship opportunities that further develop the culture of philanthropy at EPL, as required.
- Planned Giving: Supporting planned giving activities, as required.
- Supporting stewardship activities including donor recognition and retention, as required.
- Utilizing EPL donor database to track, document and communicate fundraising activity. Maintaining documentation and sharing information with colleagues, as needed. Monitoring, reviewing, evaluating and reporting on fundraising progress throughout the year, as required.
- Assisting in the development of policies and procedures as appropriate. Ensuring compliance with policies, procedures and protocols for accepting major gift donations, as well as rules of ethics and proper policies regarding the management and attribution of funds.

Job Requirements:

- Related degree with a minimum of five years of progressive experience in fund development, business development or sales. Equivalencies will be considered.
- CFRE (Certified Fund Raising Executive) certification is an asset.
- Experience within a public sector or non-profit fundraising environment is preferred.
- Experience in major giving prospect identification, cultivation and solicitation (gifts of \$10,000 or more).

What do you need to bring to this position?

- Excellent project management, communication, presentation and relationship-building skills.
- A strong donor-service orientation demonstrated by the ability to anticipate, understand and respond to the needs and expectations of donors.
- Superior problem solving skills, a high level of organizational ability and ability to deal with multiple deadlines and demands.
- Strong decision making skills demonstrated by strategies that move the organization forward, effective goal setting, action plans and evaluation of successes and failures.

Note: Candidates with lesser qualifications may be considered at a lower classification and salary level.

Who we are:

The secret ingredient for making EPL a magical place is no secret at all; in fact, it's very simple: We share. We share stories, ideas, and experiences. We share with our customers, our communities, and ourselves. We are Edmonton's largest lender of all manner of information and entertainment.

Pay Band:

\$38.56 to \$49.22 per hour

*Approximately \$70,463 to \$89,930 per annum based on a 35 hour work week.

Note:

- Satisfactory background screening is required for this position which includes a security screening.
- Fund Development employees are subject to variable hours of work as per the Collective Agreement and shift length and scheduling may vary based on operational needs.

Posting Date: Sep 21, 2018

Closing Date: Oct 7, 2018 11:59:00 PM (DST)

To apply:

For more information about this position and other jobs available at the Edmonton Public Library, please visit <https://www.epl.ca/careers-at-epl/> and apply online. Only candidates who are selected for an interview will be contacted.