



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

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 and Northwest Territories – British Columbia and Yukon Divisions, the Director, Leadership Giving plays a leadership role in major gift fundraising in Alberta & NWT Division and is an integral member of the fundraising team at both the Divisional and National levels in support of the mission and fundraising objectives of the Multiple Sclerosis Society of Canada.

The Director is a relationship-builder and able to secure significant philanthropic commitments from individuals, corporations and foundations. The Director manages the pipelines of senior Society leaders including the Divisional President and senior volunteers. As such, he/she leads the process of identifying, qualifying, cultivating and stewarding major donors, including planned giving donors, to drive momentum and progress in transformational giving. 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.

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:

Leadership Giving:

Donor Relations and Solicitation

- Sets and achieves annual performance goals specific to revenue, pipeline development, donor meetings, proposal development and solicitation
- Identifies prospects at the \$25,000 or higher level, in collaboration with key stakeholders
- Qualifies prospects and builds engagement strategies
- Ensures a high volume of in-person meetings with prospects and donor (supported by management team and key volunteers)
- Leads the renewal of corporate, foundation and individual major gifts in the \$1,000 - 25,000+ range
- Dedicated focus on donor interactions that build stronger, sustainable relationships through face-to-face, phone and written communications
- Formulates and implements effective cultivation, solicitation and stewardship activities to ensure that revenue targets are achieved
- Coordinates with other key fundraising activities of the MS Society and collaborates collaboratively with the leadership giving team nationwide to advance overall fund development goals
- 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 Salesforce
- Prepares annual business plans and budgets for leadership giving, including 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:

Cheryl Hanson

Assistant Vice-President, Philanthropy and Campaign
MS Society of Canada

E-mail: Cheryl.Hanson@mssociety.ca

Application Deadline: October 9, 2018

Please note:

- Applicants must include a cover letter and state salary expectations within their application in order to be considered
- Applicants must be legally entitled to work in Canada to be considered for this position

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.