



Position Description: Major Gifts Officer, Belleville General Hospital Foundation

Belleville General Hospital Foundation:

Belleville General Hospital is one of four hospitals within Quinte Health, an integrated system that includes Trenton Memorial, Prince Edward County Memorial and North Hastings Hospitals. Quinte Health's catchment area is 7,000 kilometers that includes a diverse community – all of whom rely on our exceptional, compassionate care. As the fundraising partner to the Quinte Health Belleville General Hospital site, our vision is to provide exemplary local care that is seamless, compassionate and effective. The work we do here has enormous benefits for society, funding leading edge equipment and delivering expansion projects in line with Quinte Health's expectations. The BGH Foundation is currently seeking a permanent, full-time Major Gifts Officer to join our high energy Development team. The key function of this position is to attract Major Gifts commitments to the Foundation, maintain donor relationships, and help donors fulfill their philanthropic ambitions.

Position Title: Major Gifts Officer (MGO)

Position Summary: Reporting to the Executive Director, the Major Gift Officer will assume a central position within the team, developing and executing strategies to cultivate, solicit and steward major donors; focusing on gifts of \$10,000 or more. The successful candidate will be passionate about our programs, initiatives, and patients and will become a knowledgeable champion for the organization and the communities we serve.

With a personal track record of success in fundraising, the MGO will be inspiring and thoughtful, with strong people skills. Adept at working in a fast paced and changing environment, you will have a single-minded, passionate dedication to exceeding donor expectations and will foster a strong team focus through collaborative and supportive work on the BGHF development team. Your primary objective is to build and maintain strong relationships with existing donors to ensure effectiveness in raising funds for the organization. Meanwhile, conducting prospect research can identify new Major Gift opportunities, utilizing donor databases, wealth screening tools and other resources.

The ideal candidate will be a strong advocate for both the Belleville General Hospital and healthcare across the region. With a passion for health care and philanthropy, the MGO will be a confident and genuine individual who is a team player.

Key Responsibilities and Accountabilities:

The MGO will:

Major Gift Fundraising

- Build and manage a portfolio of approximately 125+ active major gifts donors and prospects
- Prepare and present Foundation proposals for the solicitation of Major Gift requests.
- Develop and implement appropriate cultivation strategies to acquire new donors and the renewal of lapsed donors
- Help transition donors to higher levels of giving
- Work with appropriate Foundation staff to develop an effective program for the solicitation of regional businesses and their employees

Planned Giving

- Develop and implement strategies to cultivate and solicit planned gifts from donors interested in making legacy commitments to BGHF.
- Identify & steward prospective planned giving donors, providing personalized support and guidance through the gift planning process.
- Maintain accurate records of planned giving commitments and provide regular updates to the Executive Director on planned giving activity and revenue projections.

Donor Cultivation & Stewardship

- Maintain stewardship contacts with donors including notes, calls and visits
- Build and maintain relationships with hospital staff and leadership
- Develop personalized stewardship plans to recognize donor's contributions and keep them informed as to the impact of their gifts.

Prospect Research & Pipeline Management

- Work with the Executive Director to identify prospects for sponsorship of special events
- Analyze data, track activity and prepare reports, including up-to-date prospect pipeline and active proposal evaluations required to formulate, execute, evaluate and benchmark strategic and priority driven implementation plans
- Ensure requests for information from donors or prospects are addressed quickly, accurately and that all pertinent information is recorded appropriately in the database.
- Participate in the development and execution of the Foundation's Annual Business Plan.

Reporting & Analysis

- Provide regular reports on Major Gift fundraising activities, including progress toward fundraising goals, donor engagement metrics, and revenue projections.
- Conduct ongoing analysis to evaluate the effectiveness of Major Gift fundraising strategies and make data-driven recommendations for improvement.

Position Requirements

The Major Gifts Officer should possess the following abilities and qualities:

- Post- secondary education required. A CFRE would be considered an asset.
- Minimum of 3-5 years of experience in major gift fundraising or high level sales, with a proven track record of closing gifts or securing business.
- The MGO must be results-driven, a self-starter and highly motivated with a leadership and interpersonal style that fosters collaborative and productive relationships with a diverse group of people

- Demonstrated success in one-to-one personal gift solicitation and/or a strong aptitude for sales with demonstrated success
- Demonstrated motivational and problem solving capabilities with a high degree of integrity, ethics and dedication.
- Knowledge of fundraising principles and practices
- Professional and ethical standards for handling confidential information
- Excellent written and verbal skills
- Demonstrated ability to strategize, build and implement constituency programs and activities and analyze results
- Strong planning, organizational skills and attention to detail
- Ability to organize multiple priorities and conflicting deadlines
- Ability to work independently, combined with the skills to thrive in a team-based environment
- Willingness to participate and assist in other areas of Development, when necessary
- Proficiency in Microsoft Office Suite and a working knowledge of Raisers Edge and records management, considered an asset.
- Ability to work evenings and weekends as needed
- Represents the Foundation with integrity in a professional, ethical, accountable and consistent manner
- Familiarity with the philanthropic community of Belleville and Quinte is an asset.

Health and Safety:

- Adheres to the provisions of the Occupational Health and Safety Act
- Adheres to the provisions of QHC Human Resources Policy

Working Conditions:

- Minimal risk or discomfort
- Pressure related to meeting deadlines
- Standing for extended periods at multiple events
- Travel may be required
- Some evening and weekend work may be required
- Non-smoking and alcohol free environment

Why Join our Team:

Annual Salary: \$80k-\$100k commensurate with experience.

Working hours: 8.30am – 4.30pm

Professional Development is Considered Key. Funding is available to Pursue Professional Certification

Comprehensive and Competitive Healthcare Coverage, Cell Phone and Laptop

Healthcare of Ontario Pension Plan (HOOPP)

Application Instructions:

Please submit your cover letter and resume by email, as a PDF or word document to:

Email: scook@qhc.on.ca

Or by mail at:

The Belleville General Hospital Foundation
 265 Dundas Street East
 Belleville, ON K8N 5A0

Position closing date: 5pm - 2nd August 2024