



Osteoporosis Canada

Ostéoporose Canada

Osteoporosis Canada, a registered charity, is the only national organization providing services to people who have, or are at risk for, osteoporosis. OC works to educate, empower and support individuals and communities in the risk-reduction and treatment of osteoporosis.

An opportunity at Osteoporosis Canada means an opportunity to participate in a vibrant, rapidly-growing organization supporting an increasingly widespread population of people living with osteoporosis.

We are currently looking for a **Development Officer – Major Gifts** for our National office located in Toronto. This is a newly created position to reflect OC's focus on major gifts as part of a new plan to maximize philanthropic growth.

Key Responsibilities:

- Working closely with the Senior Manager, Fund Development, plans, implements, evaluates and cultivates prospects for major gifts (\$5,000+ gifts), using a structured, strategic approach
- Establishes Corporate & Foundation Partnerships by developing and executing fundraising strategies; preparing proposals, and delivering presentations and other program tools
- Identifies individual, corporate and foundation prospects by conducting comprehensive research, and by analyzing and summarizing information and trends of existing and potential donors to cultivate, solicit and steward major gifts
- Assists in the development and adherence to budgets and for the achievement of Fund Development's annual goal for major gifts
- Working closely with the Senior Manager, Fund Development, identifies and implements donor recognition opportunities and participates in the execution of donor relations activities
- Supports the Major Gift Committee and the Senior Manager, Fund Development on all major gifts fundraising initiatives.
- Assists in developing reports to track major gift activities and revenue

Qualifications :

- A university graduate with 3 -5 years hands on experience in Fundraising in a not-for-profit environment. Health-related organization experience would be an asset
- Minimum three years of experience in a major gift role and a proven track record in personal cultivation, solicitation, and stewardship of major gift donors (\$5,000+ gifts)

- Intermediate or advanced computer literacy including extensive knowledge of Microsoft Office (particularly Word and Excel), hands-on experience with data entry, data retrieval and generating reports and experience working with donor database management systems (Raiser's Edge preferred)
- Strong administrative, organizational and time management skills. Ability to work in a fast-paced environment and meet deadlines complemented with the ability to take both direction and initiative, as appropriate
- Well-developed interpersonal skills to build relationships with both internal and external contacts. Tactful, sound judgement and a team player
- Strong writing skills and experience in research
- Bilingualism (English/French) would be highly valued

INTERESTED CANDIDATES SHOULD SUBMIT A COVER LETTER AND RESUME BY FRIDAY, JANUARY 29TH TO: recruiting@osteoporosis.ca

While we thank all those who apply, only those selected for an interview will be contacted.