

FULL-TIME MAJOR GIVING OFFICER

Department: Development

Status: Full-Time

Hours: 40 Hours/Week

The Royal Winnipeg Ballet is committed to an inclusive and diverse environment that values, respects and supports all individuals. We aim to have a workforce representative of the diversity within our community, and welcome and encourage applicants from various backgrounds including women, Indigenous people, racialized people, disabled people, people of all sexual and gender identities and others who may contribute to further diversification endeavors.

SUMMARY STATEMENT

The Major Giving Officer is responsible for increasing and diversifying revenue by obtaining philanthropic support from donors, and prospective donors, at the gift level of \$10,000+. This position develops and implements annual and multi-year strategic fundraising plans for portfolios of major gift prospects. The Major Giving Officer expertly builds, manages, and retains relationships with donors from early introductory stages to cultivation and solicitation, while maintaining the relationship through excellent stewardship.

DUTIES AND RESPONSIBILITIES

- Manage a portfolio of 100 - 150 donors and prospective donors.
- Develop and implement targeted action plans and strategies to support annual and campaign revenue goals. Actively solicit, cultivate, qualify, and steward portfolio donors in line with their interests, capacity, and propensity, securing gifts at the \$10,000+ level.
- Create individualized donor plans and goals that are driven by the passions, interests, and communication preferences of each donor.
- Develop tailored proposals for donors and prospective donors that match their passions and interests, with fundraising priorities.
- In collaboration with the Stewardship Officer, ensure excellent stewardship and reporting to donors communicating the impact of their support. Develop long-term relationships based on trust and transparency between donors and the RWB.
- Establish and maintain good working relationships with internal and external stakeholders to engage them in the fundraising and gift solicitation process. As required, provide portfolio development support, strategic counsel, and assistance with donor communications.
- Demonstrate expert familiarity with the vision, processes, plans, and history of the RWB, while upholding the detailed knowledge of the identified fundraising projects.
- Represent the RWB with donors and prospective donors, including individuals, business community, community organizations, and foundations.
- Accurately and consistently track and record donor interactions to develop strategies for solicitation.
- In partnership with the Development team, develop and implement broad based, annual donor cultivation strategies.
- Work with the Development team to align efforts and set goals.
- Track and report progress using specific metrics.
- Other duties as assigned.

WORKING CONDITIONS

The Major Giving Officer works with standard office equipment and sits for periods of time performing keyboarding activities. This position requires regular and ongoing face to face, phone, email, and written communication with internal and external stakeholders. Travel within and outside the province of Manitoba is required for donor events and meetings. Work outside of regular office hours is required during evenings and weekends.

EDUCATION AND QUALIFICATIONS

- Post-secondary education in a related field, or an equivalent combination of training and experience.
- Minimum five (5) years' experience in a donor facing fundraising position with a demonstrated ability securing gifts through in-person solicitation.
- Familiarity and comfort with fundraising databases and donor/donor prospect research.
- Experience working with leadership volunteers.
- Experience writing persuasively and passionately.
- Thorough knowledge of fundraising best practices.
- CFRE designation an asset.
- Experience and/or interest in the arts and cultural sector an asset.
- Clear Child Abuse Registry Check and Criminal Background Check.

SKILLS AND SPECIFICATIONS

- Excellent verbal and written communication skills.
- Outstanding interpersonal skills with the ability to work with stakeholders from all walks of life.
- Ability to maintain confidentiality and demonstrate a high level of professional conduct and discretion.
- Sound initiative, self-motivation, and the ability to work independently.
- Willingness to learn and ability to adapt to changing circumstances.
- Impeccable attention to detail.
- Effective time management skills with ability to manage and prioritize multiple deadlines to achieve results.
- Solid analytical, strategic, and problem-solving skills.
- Effective and positive team member with the ability to build and maintain positive relationships with various stakeholders.

APPLICATION INSTRUCTIONS

If you are qualified for this position, please apply to **People Services** at peopleservices@rwb.org. Candidates must submit a cover letter that showcases your personality and fit for the role and resume. We thank all applicants for their interest; however only those selected for an interview will be contacted.

The Royal Winnipeg Ballet is committed to providing accessible employment while ensuring our recruitment process is barrier free. Accommodations are available upon request for candidates participating in all aspects of the assessment and selection process. Requests for accommodation can be sent to peopleservices@rwb.org.

Closing Date: 4:00PM January 23, 2023

As part of the Royal Winnipeg Ballet hiring process, successful candidates will be required to provide proof of full COVID-19 vaccination and submit a satisfactory Criminal Background Check and Child Abuse Registry Check.