



Job Title: Major Gifts Manager
Reports To: Director of Development

Burnaby Hospital Foundation is the philanthropic organization for Burnaby Hospital. The Foundation was established in 1982 to raise funds for surgical and medical equipment, advanced technologies, medical education and community health care needs.

Job Summary:

Reporting to the Director of Development, the Major Gifts Manager, is an integral member of Burnaby Hospital Foundation’s Fund Development team. The ideal candidate possesses a University degree or equivalent experience plus a minimum of five to seven years of recent experience in major gift fundraising, including solicitation of five and six-figure gifts from individuals, corporations, foundations and/or service organizations. Networking, effective communication, and personal relationship building are core strengths of this position. The Major Gifts Manager will be responsible for maintaining a portfolio of donors and prospects capable of supporting the Foundation’s goals and annual operation plan. Candidates that have experience in academic medicine or healthcare fundraising are strongly encouraged to apply.

Responsibilities:

- Manages a portfolio of major gift donors and prospects and provides stewardship to donors in the portfolio.
- Designs and implements strategies for discovery, cultivation, solicitation, and stewardship of prospects and major gift donors.
- Meets performance benchmarks for funds raised, face-to-face donor visits, and solicitations made.
- Participates in the “moves management” process by providing timely information on prospects, solicitation plans, and contacts.
- Prepares briefing notes and de-briefing notes, research profiles, stewardship reports and other reports as required for Foundation staff and volunteer leadership (i.e. Board of Trustees) to support prospect and donor engagement.
- Prepares revenue and expense budgets for this portfolio; and is responsible for the management of these budgets, including monitoring expenses/revenues and variance analysis and reporting.
- Schedules meetings, updates donor files via Raisers Edge, maintains filing systems and performs other duties as required.
- Assists in recruiting, training, and coaching volunteer leadership (i.e Board of Trustees) as required. Provides support for volunteer leadership and hospital leadership who are involved in solicitations.
- Builds collaborative partnerships with internal and external constituencies; participates in relevant

committees and work groups.

Qualifications:

- Relevant university degree or equivalent plus five (5) to seven (7) years of recent major gift experience in fundraising at a senior level.
- Evidence of working successfully with volunteers and committees.
- Proven track record of closing five and six-figure gifts.
- Ability to build strong relationships and motivate people to make gifts in support of Foundation priorities.
- Demonstrated excellence in written and oral communication, including creation of written proposals or solicitation letters.
- High degree of initiative; strong time management skills; and the ability to work collaboratively in a team environment.

Competencies:

- Proficient computer skills and working knowledge of database software such as Raiser's Edge.
- Demonstrated knowledge in the technique of prospect research with the ability to extract pertinent/critical information from various sources.
- Demonstrated ability to prioritize and organize workload.
- Physically able to perform the duties of the position.
- Proven success in writing proposals directed to individuals, foundations and corporations.
- Five to Seven years experience with supervision and budget management.
- Demonstrated success at raising major gifts (\$25,000 plus).
- CFFRE designation is considered an asset.
- Proven implementation of strategic solicitation plans that incorporate a concise definition of goals, targeted audiences and strategies (tactical) in line with the Foundation's goals and initiatives.

At Burnaby Hospital Foundation we promote equality and challenge discrimination. We recognize the value of diversity in the workplace and welcome applications from people of all backgrounds, nationalities, gender identities, sexual orientations, religions and beliefs.