



Feeding hope. Changing lives.

Development Officer, Principal Giving Job Description

Department: Resource Development
Branch: Principal Giving, Resource Development
Location: 601 East Hastings, Vancouver
Reports to: Senior Development Manager, Principal Giving

Job Summary:

The Development Officer, Principal Giving (DOPG) reports to the Senior Development Manager, Principal Giving (SDMPG) and is responsible for the development of their annual major gift portfolio through prospect identification, qualification, cultivation, solicitation and stewardship of major gift donors. The DOPG will work to retain and increase the level of giving with current donors. The DOPG will also seek to attract new major gifts.

Main Duties and Responsibilities:

General

- Produce and present short-term and long-term strategic plans to the Senior Development Manager, Principal Giving.
- Develop and implement strategies to effectively identify, qualify, cultivate, solicit and steward an assigned portfolio of major donors and major donor prospects with the goal of strengthening the relationship between UGM and the donor through greater engagement with UGM, and the maintaining and increasing of their giving.
- Develop fundraising proposals and stewardship reports; conduct tours of UGM's facilities and seek to engage donors in volunteer opportunities.
- Regularly engage donors through phone calls, emails, mailings and in-person meetings.
- Prepare for and facilitate meetings and presentations to prospects/donors and when warranted include Senior Leaders of UGM.
- Provide on-line presentations, meetings, and tours.
- Ensure partnerships are compatible with UGM's strategic directions.
- Represent Union Gospel Mission at various business and community events where appropriate.
- Participate in cultivation and stewardship events.
- Present viable new gifting opportunities to the team for consideration and implementation.
- Ensure the maintenance of timely and accurate donor records.
- Complete reports, and task in a timely manner.
- Meet established financial objectives.
- Maintain a thorough understanding of the Salesforce fund-raising program.
- Work in collaboration with the Resource Development Department team to ensure all donor interactions are consistent with UGM's brand and key messaging.
- Adhere to all UGM published policies, practices, and procedures, including Occupational Health and Safety.
- Other duties as required by Manager or Director.

Team Responsibilities

- Commit to providing servant-leadership nourishing a truthful, forgiving, approachable, joyful, healthy environment.

- Model open communication and work collaboratively within the Resource Development Department, and UGM as a whole, for the good of the organization, in support of UGM's mission, core values and strategic plan.
- Good knowledge of, and operate according to, UGM's Ethical Code of Fundraising and Financial Accountability policy and confidentiality policy.

Knowledge, Skills and Abilities:

- University and/or professional certification, along with 3-5 years of experience in major gifts and the not-for-profit sector.
- Consideration may be given to alternate combinations of lived experience and education.
- Good knowledge of generating donor support and creatively implementing major gift models and strategies.
- Experience with and working knowledge of Salesforce preferred.
- Intermediate computer skills (Excel, Word, and Outlook).
- Good knowledge of and working familiarity with the AFP guidelines & Donor Bill of Rights.
- Good knowledge of and working familiarity with CRA and CCCC guidelines that relate to financial and gift-in-kind donations and donor recognition.

Behavioural Competencies:

- **Client Service Orientation (Level 2)**
Provide service excellence by focusing efforts on discovering and meeting needs within personal, professional, and organizational capacities and boundaries.
- **Creativity and Innovation (Level 2)**
Use innovative and creative evidence-based practices to initiate effective ways of working and understanding by translating research into practice.
- **Delivering Results (Level 3)**
Remain self-motivated and focused until the best possible results are achieved, with passion and persistence despite obstacles, resistance, and setbacks.
- **Effective Communication (Level 2)**
Provide verbal and written communication that builds trust, respect, and credibility, and includes active listening skills and non-verbal communication.
- **Interpersonal Rapport/Savvy (Level 3)**
Establish and maintain relationships with others based on mutual respect, trust, sensitivity, transparency, empathy, compassion, tact, and diplomacy.
- **Planning and Organizing (Level 2)**
Identify and prioritize tasks, develop and implement plans, evaluate outcomes, and adjust activities to achieve objectives.
- **Teamwork and Cooperation (Level 2)**
Work collaboratively and productively across organization to achieve common goals, while demonstrating respect, cooperation, collaboration, and consensus-building.

Working Conditions:

- **Work Location**
Work is generally performed indoors within an office environment, with standard office equipment available.
- **Physical Requirements**
Work is generally sedentary in nature, but may require standing, walking or reaching for up to 10% of the time. Employee is required to look at a computer screen and use a keyboard for up to 90% of the time.
- **Work Conditions**
Working environment is generally favorable. Lighting and temperature are adequate. Work is performed amid normal conditions of dust, odors, fumes, and noises. Work is deadline driven.
- **Hours of Work**
Moderate overtime may be required.

- **Hazards**
Hazards are considered minor and controllable.
- **Other**
Due to the nature of the job, and our commitment to a safe environment, the candidate is subject to a criminal record check and must submit a current Driver's Abstract and have a vehicle to attend meetings.

The above statements are intended to describe the general nature and level of work performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities duties and skills required of personnel so classified.

Employee's Signature: _____

Name: _____ **Date:** _____

Supervisor's Signature: _____

Name: _____ **Date:** _____