

Transformational Gifts Officer

Permanent, Full-time

At United Way of Calgary and Area, we believe that united, we make the biggest difference. We're strongest when we come together to improve local lives and communities—and when we come together as a team, we passionately propel our mission forward. We're currently looking for a Transformational Gifts Officer to join our team.

Reporting to the Manager, Philanthropic Partnerships & Stewardship, the Transformational Gifts Officer will proactively implement exceptional relationship management, cultivation, and solicitation strategies, to secure, support, and build sustainable relationships and collaborate across the organization to strengthen the Transformational Giving Program. This role will move forward with key priorities and strategies to support United Way's Transformational Giving program. The Transformational Gifts Officer will be responsible for maximizing transformational (1M+) philanthropic gifts in support of United Way's Community Impact Strategy and Revenue Strategy.

If you are passionate about your community, aspire to make an impact, thrive in a fast-paced environment, and want to make a difference, then we're looking for you!

What you will do

- Model and provide best-in-class relationship management for Transformational Giving level prospects ensuring highly personalized, strategic, year-round, sustainable relationships and monitoring progress on an assigned portfolio of individual, corporate, and/or foundation donors.
- Develop, support, activate, and advise on strategies in collaboration with relationship managers and executives to cultivate and secure Transformational level investments for United Way of Calgary and Area.
- Expand creative and strategic approaches to inspire new prospective Transformational Gifts.
- Employ donor-centered strategies and tactics that engage individual, corporate, and/or foundation donors and compel Transformational level investments, collaborating regularly with Community Impact & Partnerships, Marketing & Communications, and project teams (proposals, compelling visuals, updates, announcements, engagement opportunities).
- Support training and resources sharing with staff to build a culture of Transformational Giving across the Resource Development department and the organization.
- Assist in long-range planning and strategy development for the Transformational Gifts program.

What you will bring

Experience:

- 5 years' experience in fundraising, including large campaigns and major gifts
- University degree in a related field or an equivalent combination of training and experience

Attributes:

- Excellent problem solving and strategic thinking skills
- Knowledge of the principles of fundraising – able to build strategies for all aspects of the gift cycle
- Knowledge of tax laws that impact charitable giving, personal assets, and estates
- Exceptional relationship management and relationship building skills
- Strong, independent writing skills, with experience developing compelling donor proposals and stewardship reports



- Highly effective interpersonal, written, and verbal communication skills with exceptional speaking and presentation skills
- Proven ability to work and collaborate with all levels of an organization, including the Executive team
- Excellent listening skills: ability to connect with external constituents from all walks of life
- Outstanding project management and collaboration skills, ability to work cross-functionally
- Track record of achieving expected results
- Adaptable and able to flourish with change

United, we make the biggest difference

United Way is a not-for-profit organization that has played a vital role in our community for over 80 years. As a social impact organization, our mission is clear: we mobilize communities for the common purpose of working together to create lasting social change.

In addition to meaningful work where you can have an impact, United Way also offers a comprehensive compensation and benefits package, a hybrid work environment, and flexible working hours.

Our Commitment to an Inclusive Culture

We are committed to creating an inclusive culture where everyone feels valued and respected, and that reflects the diverse community we serve. We welcome applications from all qualified candidates and encourage candidates with diverse backgrounds, experiences, styles, and abilities to apply. If you require accommodation at any stage of the hiring process, please let us know.

Our Commitment to Health and Safety

At United Way we are committed to protecting our team, our clients, and the community we serve by providing a safe and healthy workplace. We will follow all health and safety guidelines in accordance with the Occupational Health and Safety Act of Alberta and Alberta Health Services guidelines.

To Apply

Send **Cover letter with salary expectations and resume (PDF)** to hr@calgaryunitedway.org

Posting closes when suitable candidate is selected.

Subject Line: Transformational Gifts Officer – Your Name.

To learn more about the United Way of Calgary and the Area, please visit our website at www.calgaryunitedway.org.

We thank all applicants for their interest and effort in applying for this position, however, only those being considered will be contacted.