

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, Transformational Giving, the Transformational Gifts Officer is a proactive and driven relationship builder who plays a key role in securing and stewarding philanthropic partnerships with donors capable of making significant contributions. This role is activity-driven, with a strong emphasis on building meaningful connections and maximizing direct donor engagement with high-net-worth individuals. The Officer is responsible for developing and implementing exceptional relationship management, cultivation, and solicitation strategies – particularly aimed at securing transformational (1+) multi-year commitments. They will also advance key priorities and strategies that strengthen United Way's Transformational Giving Program, maximizing philanthropic support for United Way and the local community.

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 activity driven relationship management for Transformational Giving level donors and prospects ensuring 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 and 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.

Work Environment

Our team values the flexibility that hybrid work offers, while also recognizing the importance of in-person collaboration. Our office is located in Calgary and employees are expected to work in the office 2-3 days per week or more as required. Effective September 1st, our in-office days for all staff will be Tuesday, Wednesday, and Thursday. Our hybrid approach strengthens our culture of collaboration, innovation and learning while being flexible where possible.

United, we make the biggest difference

United Way is a not-for-profit organization that has played a vital role in our community for 85 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.

To Apply

Send **cover letter, resume and salary expectations** to hr@calgaryunitedway.org

Subject Line: **Transformational Gifts Officer - Your Name.**

Posting closes when suitable candidate is selected.

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.**