

Philanthropy Officer

Contract (1 year), 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 Philanthropy Officer to join our dynamic team.

Reporting to the Manager – Major Gifts, the Philanthropy Officer will be responsible for building effective relationships with both mid-level and Major Donors, prospective donors, volunteers, and the business community to achieve fundraising goals. Occasional evening and weekend work is required to support donor events and prospecting activities.

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 to join our high-performance team!

What you will do

- Support prospecting activities for mid-level and major gifts
- Provide enhanced stewardship to a portfolio of donors and donor prospects to educate, engage and have them invest in our work
- Build collaborative and supportive relationships with donors, volunteers and staff
- Track all communication and interactions in a CRM tool to ensure excellent donor data and service
- Work in a collaborative manner with the Individual Giving team and Corporate Accounts team in the creation and implementation of strategies for cultivation, solicitation, and retention of donors within workplace campaigns and community.
- Achieve identified fundraising metrics and goals related to individual portfolio
- Monitor and track metrics and progress towards achieving individual donor and campaign goals
- Project management and event support as needed

What you will bring

Experience:

- Proven experience in Individual gift fundraising, and in cultivating and soliciting prospective donors.
- Broad knowledge of the principles of fundraising – able to participate in all aspects of the gift cycle:
 - To initiate contacts with potential donors
 - To develop appropriate cultivation strategies for them, including working with volunteers and the Senior Leadership team
 - To move potential donors in an appropriate and timely fashion toward solicitation and closure
 - To make solicitations when appropriate
 - To maintain stewardship contacts with donors
- Ability to understand the needs and interests of donors
- Knowledge of tax laws that impact charitable giving, personal assets, and estates



- Demonstrated leadership and ability to successfully manage multi-functional or diverse client accounts
- Driver's license and vehicle are required.

Attributes:

- Excellent oral, written and interpersonal skills
- Problem solving, research and analytical skills, including prospect research, data analysis and leveraging approved AI tools
- Solid relationship-building skills, confidence in articulating UWCA's mission and vision
- Well-developed capability in Word, Excel, Co-Pilot, Salesforce (CRM), SharePoint and online research
- Post secondary education will be considered an asset as well as any courses and accreditations related to fundraising.
- Highly self-motivated, proactive, and able to manage priorities independently

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)** by 4 pm June 4, 2026 to hr@calgaryunitedway.org

Subject Line: Philanthropy Officer – Your Name.

Applications will be reviewed on a rolling basis.

To learn more about United Way of Calgary and 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.