

Strategic Giving 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 Strategic Giving Officer to join our team.

Reporting to the Director, Philanthropy, the Strategic Giving Officer plays a key role in advancing United Way of Calgary and Area's revenue goals by managing and growing a portfolio of individual donors who give \$100,000+ annually, with opportunity to increase their investment over time. This position is responsible for delivering a strategic, relationship-based fundraising program for 50-75 high-level donors, including cultivation, solicitation, and stewardship. Working in collaboration with the Transformational Giving team, the Strategic Giving Officer identifies compelling investment opportunities aligned to donor interests and UW impact priorities and develops tailored strategies to deepen engagement and increase giving. The role must be able to create compelling proposals and presentations that clearly articulate UW's value, community impact, and outcomes to inspire significant philanthropic commitment.

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

- **Manage a High-Level Donor Portfolio:** Own a pipeline of 50-75 individual donors giving \$100,000+ annually; maintain clear goals for retention, growth, and upgrades and ensure timely, personalized donor engagement.
- **Develop Donor Strategies, Prospecting & Moves Management:** Build individualized engagement and solicitation plans informed by donor interests, capacity, and philanthropy goals; advance donors through qualification → cultivation → solicitation → stewardship; and identify the right strategy and investment opportunity to grow giving.
- **Cultivate, Solicit & Close High-Level Gifts:** Lead donor meetings, create tailored solicitation approaches, and close annual and multi-year commitments; steward donors through a high-touch experience that strengthens trust and long-term partnership.
- **Create Compelling Proposals & Cases for Support:** Develop customized proposals, presentations, and donor materials that clearly articulate UW's value, outcomes, and community impact; translate impact priorities into donor-ready investment options with clear budgets and measurable results.
- **Partner Across Teams to Identify Investment Opportunities:** Work collaboratively with the Transformational Giving team and internal partners across Resource Development, Community Impact, and Marketing & Communications to surface compelling opportunities, align messaging, and coordinate donor engagement.
- **Deliver Excellent Stewardship:** Ensure timely and meaningful stewardship including impact reporting, recognition, and engagement opportunities; coordinate with stewardship partners to deliver a consistent, high-quality donor experience.
- **Forecast, Report & Use Data Effectively:** Maintain accurate records in CRM; track activity, proposal progress, and pipeline health; forecast revenue and provide regular updates to the Director, Individual Giving to support goal management and decision-making.

What you will bring

Experience:

- Post-secondary education in fundraising, communications, marketing, business, or a related field, or a combination of equivalent education and experience.
- Minimum 5-7 years' progressive fundraising experience, including direct relationship management and solicitation of major/high-level gifts (six-figure giving preferred).
- Experience using CRM fundraising software (e.g., Salesforce or equivalent) to manage donor portfolios, track moves, and forecast revenue.
- Advanced proficiency with Microsoft 365 tools (Word, PowerPoint, Excel, Outlook, Teams) and strong comfort preparing donor-ready materials.
- Demonstrated ability to write compelling donor proposals and present impact-focused investment opportunities to senior-level audiences.

Attributes:

- Proven ability to build trusted, long-term relationships with high-net-worth individuals and senior leaders.
- Strong portfolio and project management skills, with the ability to prioritize, execute, and advance multiple donor strategies simultaneously.
- Exceptional communicator with strong listening, writing, and presentation skills; able to translate complex impact work into clear, persuasive donor narratives.
- Ability to craft compelling proposals, pitches, and impact reporting grounded in clear outcomes, budgets, and community impact.
- A strategic, donor-centric thinker with a growth mindset and strong follow-through from plan to results.
- Highly collaborative and able to influence without authority; works effectively with internal partners (including Transformational Giving, Marketing & Communications and Community Impact) to align donor interests with UW priorities.
- Excellent organizational, project and time management skills.

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 on 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, benefits and time off package, a hybrid work environment, and a variety of professional development opportunities.

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** by 4:00 pm May 20 , to hr@calgaryunitedway.org

Subject Line: Strategic Giving 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.