



Anishnawbe Health Foundation

Our Vision

Healthy Indigenous peoples contributing to sustainable urban communities.

Are you a change maker who wants to be a part of shaping the future of health care for Indigenous peoples in Canada? We are a team of visionary leaders, building future pathways for a better tomorrow.

Anishnawbe Health Foundation (AHF) is a registered Indigenous charity that works with generous donors and partners to support improved health and wellness for the Indigenous community in Toronto.

We are currently hiring a **Senior Development Officer – Donor Relations**. Reporting to the Foundation's Executive Director, the Senior Development Officer, Donor Relations (SDO) is responsible for supporting Foundation revenue growth through developing and supporting donor cultivation and solicitation of gifts up to \$10,000+. The SDO will have the responsibility to identify, cultivate, solicit, and steward major gifts (\$10,000+), and sponsorships. The SDO will ensure proper stewardship takes place following a gift to maintain the donor's engagement, interest, and support. The SDO will be directly involved in the training of volunteers in cultivation and solicitation activities. The SDO will also be responsible for prospecting and making solicitation calls both independently and as part of a team and managing special fundraising projects.

The Senior Development Officer is a highly effective professional fundraiser with experience, knowledge, and appreciation of the conventional and traditional healing practices of the Indigenous community in Toronto.

PRIMARY ROLE RESPONSIBILITIES

- Manage the planning and budgeting for all annual giving campaigns, cultivation, and stewardship activities to meet annual team targets.
- Work collaboratively with the team to identify strategies for potential major gifts and planned giving donors from within the annual program.
- Work with the Executive Director on goals, objectives, and strategic plans for the campaign, including reports, budget.



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- Oversee the development of all annual marketing materials from copy, creative and approvals, ensuring accuracy and consistency of messaging with the Senior Manager, Marketing, Communications & Donor Relations.
- Work with the Foundation team to manage the prospect pipeline to identify, engage, nurture, solicit, and support donors.
- Personally manage the relationships with a group of donors and prospects in the \$1,000 to \$10,000+ range.
- Develop and oversee annual stewardship communications plan for all annual donors, including Sweetgrass Monthly Giving Circle members.
- Manage donor recognition projects, including annual report and website listing, donor wall and named recognition.
- Work with the Senior Manager, Marketing, Communications & Donor Relations, to manage two to three cultivation events for donor prospects at the \$5,000+ level and an annual stewardship/recognition event for donors.
- Develop and maintain personal contact with prospects for leadership and major gifts and provide opportunities for philanthropic donations including presenting proposals.
- Develop and execute cultivation plans for monthly or quarterly visits to key donors and prospects.
- Assist in coordinating events related to leadership and major giving in a professional manner.

QUALIFICATIONS

Education

- University degree or an equivalent combination of education and experience.

Experience

- Demonstrated knowledge of Indigenous Worldviews through lived experience.
- A minimum of five years' progressive donor relations/fundraising/major gift experience, with track record of success, in a charitable organization or in a similar environment.
- A strategic thinker with the ability to align major gift/donor strategies with the Foundation's strategic plan and growth initiatives.
- Knowledge of the Indigenous community in Toronto and passion about healthcare and Traditional Healing practices are an asset.



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- In-depth knowledge and application of the principles of fundraising – able to participate in all aspects of the Donor Lifecycle.
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies.
- This role requires a results-oriented, dynamic, and enthusiastic individual with demonstrated relationship building skills as well as a proven ability to "close the gift."
- Demonstrated organizational, analytical skills, problem-solving skills, and attention to detail.
- Strong problem-solving skills and demonstrated experience anticipating unforeseen circumstances.
- Experience managing multiple projects, deadlines, and priorities.
- Experience working with sensitive information with complete confidentiality.
- Experience working with volunteers to achieve fundraising goals is an asset.
- Exceptional interpersonal and written communication skills, tact, and diplomacy.
- A highly self-motivated and self-directed individual who delivers on commitments.
- Excellent knowledge of all MS Office applications.
- Experience with donor database software and/or customer relationship database management.
- Flexibility is required as local travel and occasional evening and weekend work is necessary.
- A valid driver's license and access to a vehicle is an asset.

Benefits

- AHF offers a competitive salary, a compensation benefits package that includes RRSP matching, excellent health benefits, and vacation pay.
- Hybrid workplace that provides flexibility from home and in the office (3 days in office and 2 at home).
- A supportive workplace environment committed to your professional development.
- Being a part of shaping the future of health care for Indigenous people in Canada.



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How to Apply

Submit your resume and cover letter by **September 18, 2023** with Senior Development Officer, Donor Relations in the subject line to: CareersAHF@aht.ca. No phone calls or agencies please.

Anishnawbe Health Foundation is committed to an inclusive and accessible, recruitment and selection process that reflects the people it serves. This position is open to qualified people interested in the position with preference given to qualified First Nations, Inuit and Métis candidates.

We thank all applicants for applying for this position, however you will be contacted for the next step, only if your candidacy is being considered.

For more information about Anishnawbe Health Foundation please visit:
<https://supportanishnawbe.ca/>