

JOB POSTING
(Internal/ External)

Shepherds of Good Hope Foundation (SGHF) is a not-for-profit charitable organization that is the fundraising arm of Shepherds of Good Hope (SGH). Its vision is funding homes, community and hope for all. Its mission is to raise the needed funds for SGH through ethical, donor-centered fundraising, and sustainable financial management. The Foundation is aligned with the core values of SGH, which works to provide permanent homes to people experiencing homelessness, helps to stabilize people in crisis, and supports members of our community through innovative harm reduction programs in multiple locations across the City of Ottawa.

POSTING NUMBER: 2025-007

POSITION: Officer, Corporate Philanthropy

SALARY RANGE: \$59,572-\$76,593
Full-time
Non-Union
Benefits and RRSPs

CLOSING DATE: If you have the desire to work for a foundation that is dedicated to funding homes, community and hope for all, please send your cover letter, including **salary expectations**, along with your resume to hrrcruitment@sghottawa.com, quoting file **2025-007**, by **16:00 April 10, 2025**.

JOB SUMMARY

The Officer, Corporate Philanthropy reports to the Director of Philanthropy and is responsible for managing corporate giving and sponsorship using innovative, stewardship-driven tactics.

RESPONSIBILITIES

Donor Portfolio Management and Growth

- Manage and grow SGHF's portfolio of corporate donors at the mid and major gift levels (gifts ranging from \$1,000 to \$100,000)
- Develop individual strategies for corporate donors to renew and upgrade their giving and engagement
- Steward current donors to achieve optimal donor acquisition and retention goals
- Develop strong, personalized relationships with donors on behalf of SGHF
- Collaborate with the Major Gifts team to execute all steps of donor engagement, from identification to stewardship, using the "Ask, Thank, Report, Repeat" model
- Explore emerging funding opportunities such as corporate social responsibility (CSR) initiatives, employee giving programs, workplace campaigns and cause-related marketing campaigns

Sponsorships and Gift-in-Kind Contributions

- Identify, solicit, and steward donors for special events and annual giving sponsorship opportunities
- Collaborate with programming colleagues to identify and secure gift-in-kind donations from corporate partners to ease budgetary pressures

Strategic, Financial, and Administrative Management

- Work with the Director, Philanthropy to create a portfolio budget and track revenue targets throughout the year
- Lead the creation and implementation of plans to meet goals while managing budgetary responsibilities and adhering to financial guidelines
- Implement plans and meet goals while adhering to budgetary responsibilities and targets
- Create and report on key performance indicators (KPIs) to ensure the portfolio remains active and in a state of growth
- Stay informed about trends in corporate philanthropy and identify innovative opportunities for partnerships that align with SGHF's mission and values
- Uphold the highest ethical standards in all fundraising activities, maintaining transparency and integrity in donor relationships
- Use Raiser's Edge to track and report fundraising activities accurately and efficiently, ensuring accountability in data management

EXPERIENCE AND QUALIFICATIONS

- Post-secondary degree in Fundraising, Psychology, Marketing and Communications, or Public Relations and/or a combination of education and experience in fundraising
- A designation as a Certified Fund Raising Executive (CFRE) or pursuit of a CFRE considered an asset
- Minimum of 3 years' experience in a progressive fundraising role, focusing on donor relationships and interactions
- A proven record in developing and managing fundraising initiatives and corporate partnerships
- Superior relationship-building skills and a proven ability to effectively steward donors and understand the interests, needs, and values of donors, with a special emphasis on corporate partnerships
- Intermediate to advanced knowledge of Raiser's Edge and Microsoft Office software, as well as other database programs that assist in finding, managing, and tracking donors
- Ability to track and articulate data and understand its importance in fundraising
- Excellent written and oral communication skills
- Strong creative problem-solving skills
- Project and time management skills, with demonstrated ability to create goals and objectives that meet deadlines and are aligned with work plans
- Possess excellent knowledge of pertinent legislation, regulations, and guidelines related to fundraising
- Sound financial management and effective prioritization skills
- Must be legally entitled to work in Canada
- Must be at least 18 years of age
- Able to read text and communicate orally in English. The ability to communicate in French is considered an asset

WORKING CONDITIONS

The regular working schedule is 8 hours from Monday to Friday, during normal business hours that are typically between 8 am and 5 pm. Some evening and weekend work will be required. This role provides the opportunity for a hybrid working environment. As a non-unionized employee, the organization offers a flexible working environment allowing team members to manage their time accordingly and utilize flexible working hours where needed.

We appreciate your interest and advise that only those selected for an interview will be contacted.

Shepherds of Good Hope Foundation is committed to being responsive to the diverse needs of the individuals using our services, residents, employees and volunteers, including those with disabilities. Please inform if you require accommodation through the hiring process and we will work with you to meet your needs.