

Position Title: Director, Philanthropy Services

Reports to: Senior Vice-President, Philanthropy

Direct Reports: Administrator, Donor Services
Administrator, Donor and Data Management

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The Ottawa Cancer Foundation

As Ottawa's only Community Cancer Hub, we are transforming Supportive Cancer Care through dynamic collaborations with diverse community partners. Together, we create and deliver impactful, no-cost, no-referral, programs and front-line services both at the Hub at 1500 Alta Vista (Maplesoft-Jones Centre) and within the community. Embracing person-centered approaches, we empower people living with and impacted by cancer on every step of their journey. We work closely with local hospitals and healthcare professionals to identify distinct areas for client and family support as well as understand and contribute to current priorities in cancer research.

For more information, please visit www.ottawacancer.ca.

Purpose of Position:

The Director, Philanthropy Services plays a key contributing role to the achievement of The Ottawa Cancer Foundation's revenue goals in securing major and leadership gifts for the Foundation and contributes to the cohesion and program implementation in liaising with the Senior Vice-President, Philanthropy, Senior Manager, Annual Giving and mentoring and supervising the Administrators for Donor Services and Donor and Data Management. The Director, Philanthropy Services will also work alongside and collaborate with the Director, Special Events and Community Engagement.

Accountabilities:

Director, Philanthropy Services, will contribute to the overall strategy of Philanthropy through the following portfolios.

JOB DESCRIPTION—Director, Philanthropy Services

Leadership / Major Gifts:

- Manage and build relationships with major donors, strategizing solicitation and stewardship under the guidance of the Senior VP, Philanthropy.
- Identify, cultivate, solicit, and steward major gift donors, updating strategies in the database and coordinating cultivation efforts.
- Generate revenue through effective donor solicitation, ensuring alignment with Foundation priorities.
- Track donor interactions in Raiser's Edge, maintaining a movement management system for positive and purposeful engagement.
- Expand the donor base through networking and building relationships with high-level contacts, ensuring data is recorded in Raiser's Edge and reviewed with leadership.
- Develop materials for donor communications, including proposals, collaborating with Programs and Partnerships teams to align donor interests with funding opportunities.
- Support and coach volunteers and committees in donor cultivation and solicitation efforts.
- Contribute to setting goals and budgets for the Leadership Gifts Program, including tracking key performance indicators (KPIs) and preparing monthly reports to be used by the Senior VP, Philanthropy and the CEO for Board updates.
- Track and report on progress, highlighting solicitation/proposal pipelines and moves management.

Planned / Legacy Giving:

- Develop and execute strategies for planned giving, managing a portfolio of prospects with tailored action plans and solicitation strategies.
- Solicit prospects individually or with volunteers/staff as appropriate.
- Collaborate with the Senior Manager, Annual Giving Program to assess needs and build the planned giving pipeline.
- Respond to inquiries with timely and professional follow-up, developing relationship management strategies.
- Prepare financial illustrations for proposed gifts and track meeting notes for prospect management.
- Administer and steward the intake for realize legacy gifts.

Corporate Philanthropy:

- Pursue and oversee workplace giving campaigns, partnering with companies to introduce and manage employee giving programs.
- Secure matched gifts for Annual Giving and other initiatives.
- Support grant applications for Corporate Foundations in collaboration with the Senior VP, Philanthropy and Senior Director, Programs and Partnerships.

Event Collaboration:

- Collaborate on signature and Major Gift events, including identifying invitees and attracting new volunteers and donors.
- Steward existing supporters at events and assist with sponsorship acquisition in collaboration with leadership.

JOB DESCRIPTION—Director, Philanthropy Services

- Attend and speak at community events as needed.

Leadership Support:

- Strategically support the President/CEO in donor interactions for cultivation, solicitation, and stewardship.
- Assist the Senior VP, Philanthropy with donor relations and support for volunteer committees focused on philanthropy.

Staff Oversight:

- Manage two staff members (Donor Services and Donor and Data Management), ensuring performance aligns with expectations.
- Set clear goals and priorities, monitor day-to-day operations, and foster collaboration with other teams.
- Provide performance evaluations and constructive feedback to promote continuous improvement and positive team dynamics.
- Act as a mentor to support professional development and improve team performance.

Authority / Challenges

The Director, Philanthropy Services reports directly to the Senior, Vice-President, Philanthropy. The Director is expected to work in an independent manner within the established legislative and policy framework with general direction from the Senior Vice President, Philanthropy.

The Director, Philanthropy Services has the authority to make decisions associated with the Major and Leadership Gifts Program and will consult with the Senior Vice President, Philanthropy on all matters that would cause any deviation from established and approved plans.

Performance is assessed based on annual goals relative to individual productivity and quality of work as well as contribution to attaining overall goals and organization success including yet not limited to funds raised within the scoped area of responsibility.

The incumbent is responsible for engaging volunteers and works directly with community volunteers to widen a network of potential donors. As part of this process, the incumbent creates a plan for each of the volunteers and works with them to drive that plan. The Director, Philanthropy Services must establish credibility with all current and potential donors and will often work with the Senior VP, Philanthropy and/or CEO to further donor relationships.

The Director's major challenge is to assist in conceiving a strategic approach that will empower the organization to meet revenue targets given the increased competition in the philanthropy landscape in the region. The Director, Philanthropy Services works directly with the Senior, Vice-President of Philanthropy, President & CEO, in preparing this plan for the Leadership Gifts Program.

Knowledge/Skills/Abilities:

- Excellent level of major gifts knowledge in both campaigns and sustained leadership/major gift programs, working with volunteers and volunteer committees,
- Advanced knowledge and experience in using Blackbaud fundraising platforms
- Strong knowledge and experience with moves management

JOB DESCRIPTION—Director, Philanthropy Services

- Some knowledge of how the health care system works considered an asset
- Sound knowledge of the legislative framework governing the not-for-profit sector including Canada Revenue Agency's Income Tax Act as it related to charitable giving
- Strategic thinking
- Exceptional relationship building, inter-personal skills and a solid network among community leaders
- Ability to inspire others
- Highly developed oral and written communication skills
- Highly persuasive presentation skills
- Strong research and analytical skills
- Strong project management skills, and ability to meet tight deadlines in a fast-paced, performance-oriented environment
- Tact, maturity and diplomacy in dealing with colleagues, volunteers, donors and medical professionals.

Employment Requirements:

Education:	Post-secondary degree in a related field CFRE designation an asset
Experience:	5-7 years senior fundraising experience, including a successful track record of successful extensive major gift solicitation Proven experience working with and managing senior volunteers; experience in identifying, strategically engaging, building relationships with, and soliciting prospective individual donors Knowledge and use of Blackbaud's Raiser's Edge and Raiser's Edge NXT software essential and Blackbaud's TeamRaiser considered an asset.
Language:	English; Bilingualism is an asset

Working Conditions:

The position is located in pleasant working conditions; has normal office activity of sitting, standing, walking and carrying; may sit for long periods of time with the ability to get up and move around as necessary. Mental fatigue may result from focusing and concentrating on responsibilities while at the same time meeting several priorities and deadlines.

The work environment is characterized by the need to deal with a variety of people and personalities, changing priorities and where the incumbent is required to participate in meetings and deal with various problems or issues of consequence or importance and to maintain an awareness of the legislative and policy approaches that are relevant. There is sometimes stress due to the amount of work, time constraints, and the effect on the Foundation as a whole.

Conditions of Employment:

- Permanent, full-time, occasional weekends and/or evenings is required for events

Special requirements:

- None