



Major Gifts Specialist

EducationMatters

EducationMatters is a non-profit foundation that was established in 2003 as a public trust for the Calgary Board of Education (CBE). A strong public education system is the cornerstone of a healthy and vibrant community. The best public education happens when the community participates in its development to ensure that disadvantaged students succeed in school and that every student is prepared for adult life. Our supporters make educational enhancement programs possible in the Calgary Board of Education and provide student awards to ensure that Calgary students have the opportunity to achieve more.

Vision

Every Calgary Board of Education student, in every grade, will have equitable and barrier-free access to excellent learning opportunities and will complete high school.

Job Description

EducationMatters seeks a skilled Major Gifts Specialist who will be an important member of our team and will be responsible for achieving our major gifts fundraising program objectives.

Reporting to the Executive Director, the Major Gifts Specialist will identify, cultivate and solicit major donor prospects and will steward current major donors.

This individual will work on all aspects of stewardship including donor stewardship events.

The Major Gifts Specialist will also work closely with our Board of Governors, our Fund Development & Communications committee members and other staff members to coordinate and execute short- and long-term fundraising initiatives.

The successful candidate will be required to complete a Police Check.

Key Responsibilities

- Developing a major gifts strategy and annual plan with the Executive Director.
- Identifying and successfully engaging new major donors.
- Stewarding current and lapsed donors.
- Working with Board members and Fund Development & Communications committee members to utilize their networks for EducationMatters' fundraising.

- Working with the Executive Director and the CBE to identify and reach fundraising goals.
- Working with the entire EducationMatters team to reach our organizational goals.

Key Attributes of a Successful Candidate

- Have an undergraduate degree and at least five years of major gifts experience.
- Be a strong relationship builder and communicator.
- Be a self starter who can work well with a team and independently.
- Have experience dealing with Boards and senior community members.
- Preferably have experience in the area of education or child-focused non-profits.
- Have a thorough background in fundraising best practices.
- Preferably be a CFRE.
- Have experience in working with donor databases for managing donor and solicitation records, specifically with Blackbaud products – Raiser’s Edge and Financial Edge.

Compensation

EducationMatters provides competitive compensation including a comprehensive benefits package.

Application Deadline

November 20, 2024

Application Submission

Please send application materials (resume, cover letter and salary expectations) to kanthony@educationmatters.ca.