



**FIGHTING
BLINDNESS
CANADA**

THE POSITION

Organization:	Fighting Blindness Canada
Title:	Donor Relations Officer
Status:	Full-Time
Reports to:	Director, Development
Salary:	\$55K - \$65K
Work Environment:	Hybrid, as per FBC's policies, 2 days in office, 3 days remote (subject to change based on public health guidance)
Office Address:	890 Yonge Street, 12 th floor, Toronto, Ontario
Start date:	Immediately

About Fighting Blindness Canada

Fighting Blindness Canada is the largest charitable funder of vision research in Canada.

Over our 48-year history, Fighting Blindness Canada has contributed critical funding for the development of sight-saving treatments and cures for blinding eye diseases. By raising and stewarding funds, we are driving forward research that supports our goal of understanding why vision loss occurs, how it can be slowed and how sight can be restored.

We are an invaluable resource for individuals and families impacted by blindness, providing accurate eye health information through our website and educational events, as well as engaging with government and other stakeholders to advance better vision health policies.

POSITION SUMMARY

This role reports to the Director, Development. The Donor Relations Officer will work closely with the Director of Development and will be responsible for leading and supporting key initiatives of the fund development portfolio.

We are looking for an energetic, detail-oriented person. This dynamic role is best suited for an individual who enjoys interacting with donors, is solutions oriented, and is very comfortable multitasking in a fast-paced environment. The successful candidate will also possess a deep passion for the work being done at Fighting Blindness Canada and will express a genuine curiosity toward research and breakthroughs being achieved.

KEY AREAS OF RESPONSIBILITY

Donor Relations

- Provide exceptional donor stewardship and thank you calls to annual donors in the \$100 - \$249 giving range, (phone, mail, email)

- Donor stewardship of midlevel donors who upgraded above \$250
- Attend viewpoint education events for potential discussions with donors
- Identify and bring forth potential Major Gifts and bequest prospects

Support for Key Development Campaigns: Major Gifts, Mid-Level and Capital Campaign

- Project lead and coordinate the timely stewardship and fulfillment of special donor mailings
- Provide support for special donor events and visits (i.e., invitee lists, event communications, preparing donor packages and materials for donor visits)
- Timely and accurate handling of Capital Campaign donations and the fulfillment of non-payment process and issuing of tax receipts, and Major Gift donations – serve as a back-up for handling

Planned Giving (PG)

- With the assistance of a third-party vendor, project lead the planned giving program.
- Responsible for timely and accurate handling of estate gifts, with internal and external stakeholders
- Review and approve print-ready materials for: mail, emails and phone, initiatives, and program inclusion in direct-mail fulfillment
- Co-lead and support implementation of PG stewardship plans
- Confirm bequest affinity and propensity for donors who indicate interest in leaving us in their wills, and lead the ongoing qualification and stewardship of existing bequest donors
- Support the inclusion of PG promo for gifts in a Will across various fund development channels

General Administration

- Accurate and timely tracking and reporting of PG program and related KPI's
- Work closely with accounting to ensure reconciliation of PG Profit and Loss reports
- Update database to reflect information gathered from donor interactions, and maintain accurate, and ongoing database hygiene for donor Raiser's Edge records, actions, and reports
- Generate support for donor/attendee lists and reports, provide support with data analysis
- Providing insights to maximize the use and of Raiser's Edge/donor data base system

QUALIFICATIONS AND REQUIREMENTS

- The successful completion of a degree or diploma in fundraising, and a minimum of 3 years of related fund development experience; a combination of relevant education and real-world experience may be considered
- An understanding of the non-profit sector, with some Planned Giving/Estate experience, and a general understanding of Major Gifts, Mid Level Gifts, and Capital Campaigns
- Knowledge and understanding on the fundamentals of donor stewardship and recognition
- Exceptional verbal and written communication skills, to communicate in a friendly and clear manner
- Strong interpersonal skills with a professional presence and manner
- Ability to handle matters of a sensitive and confidential nature
- A self-starter who works proactively, managing competing priorities in a dynamic environment, and a solutions-oriented mindset
- Excellent organization, planning and time management skills with strong attention to detail
- Strong analytical, and problem-solving skills

- A flexible team player, who is also comfortable working independently
- Experience with CRA gift and receipting policies would be an asset
- Strong computer skills; proficiency in Microsoft Office and Raiser's Edge (or similar donor data base system), and a demonstrated knowledge of MailChimp.

If you are looking for an outstanding challenge, working with a great team for an important, focused and successful organization, please send your resume, along with a cover letter to Jobs@FightingBlindness.ca. Submissions must be received by April 2, 2023.

We thank all candidates for their interest, however, only those selected for an interview will be contacted.

Fighting Blindness Canada is an equal opportunity employer and supports applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request for accommodation with your application.