



## Senior Development Officer

Full Time Salaried

Manager

Alberta, AB, CA

**Salary Range:** CA\$78,925.00 To 98,580.00 Annually

### **Location: Alberta**

At the Nature Conservancy of Canada (NCC), we believe in the interconnectedness of people and nature and the power of coming together to ensure the health of our planet, communities, and wildlife. That's why we're accelerating our conservation efforts, in order to double our impact, by ramping-up the ways we connect with audiences and grow our community.

We're looking for a Senior Development Officer, Alberta region, who is as enthusiastic as us, to join a team committed to protecting our most important natural areas and the plants and animals they sustain. Because when nature thrives, people thrive.

The Senior Development Officer (SDO) will focus exclusively on building a prospect pipeline and securing major gifts which further the mission of the NCC. This is a crucial role in ensuring the future of nature conservation in Canada. You will have the unique opportunity to visit with, and bring prospects and donors to our project sites, ensuring a strong first-hand relationship to NCC and our work.

### **Duties and Responsibilities**

The SDO is responsible for working in collaboration with the development teams to build and execute strategic, long-range cultivation, solicitation and stewardship plans for current and prospective major donors. The successful incumbents will:

- Identify, cultivate and solicit individuals, foundations and corporations for gifts of \$50,000+ with a focus on securing gifts of \$100,000+.
- Actively build and manage a regional portfolio of 125-150 prospects and donors.
- Develop annual work plans and budgets in keeping with NCC's annual targets.
- Create proposals, gift and sponsorship agreements, and related materials in collaboration with Marketing and Communications colleagues to ensure the highest standard of communications.
- Document information related to major prospects and donors in Raiser's Edge, including inputting, updating, reporting and moves management tracking.
- Ensure that proper recognition and stewardship practices are implemented based on the level of donation and gift direction.



- Support the execution of and attend major donor events and cultivate and steward attendees.
- Work with Regional Board members and identify and attract new fundraising volunteers to assist with prospect identification and solicitation.
- Work with regional and national colleagues on common prospects and joint initiatives.
- Contribute to the strategic direction of the department and advise on industry best practice.
- Be knowledgeable and/or have awareness of conservation issues.
- Provide expertise and serve as a role model for colleagues relative to best practices for relationship development and management.
- Be passionate about the role and mission of NCC.

### **Required Skills and Attributes**

- Demonstrated track record of cultivating, soliciting and closing five and six figure gifts.
- Proven track record building a donor pipeline, and determining appropriate approach/strategies, including timing, giving interests, and request amount.
- Exceptional communications skills in English. Ability to communicate in both of Canada's official languages will be considered an asset.
- Demonstrated experience developing meaningful relationships with people from all walks of life.
- Self-directed, motivated and a proactive thinker with an action-oriented mindset
- Excellent writing skills, including a demonstrated ability to generate accurately-researched and persuasive proposals, gift agreements, business correspondence and donor acknowledgements.
- Flexible, adaptable and tolerant of ambiguity with the ability to excel in an evolving organization.
- Highly analytical and detail-oriented with superior time management skills and ability to meet deadlines.
- Work well within a team structure.
- Proficiency with Microsoft Office, Raiser's Edge and a demonstrated ability to learn new software applications efficiently.
- Ability to work within a flexible schedule, including travel and occasional weekends and evenings.
- Adept at conflict resolution and problem solving.
- Related university degree or comparable combination of education and work experience.
- A CFRE designation is a benefit but not required
- A valid driver's license is required for travel within the local region.



**To Apply**

NCC is an equal opportunity employer. If you are interested in joining our team, please submit your cover letter, resume and salary expectations through our [Career Centre](#) by July 8, 2022 at 11:59 pm EST.

NCC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We value and incorporate diverse traditions, heritage, knowledge and experiences in our mission and in our workplaces. We celebrate the full participation of people from all walks of life as we work towards common goals. We strive for a conservation movement in which equity, diversity and inclusion are the norm. This is our continuous commitment: to promote healthy people, healthy communities, and a healthy planet for everyone.

*Please note that in-person office attendance, sharing NCC vehicles and in-person attendance at indoor events are currently restricted to staff who are fully vaccinated against the COVID-19 virus. Accordingly, if you are required to participate in any of these activities as part of your role with NCC, you must be fully vaccinated. Fully vaccinated means you have received two doses of the Pfizer, Astra Zeneca or Moderna vaccine or combination of, and have received the second dose at least two weeks prior to your start date or you have received one dose of the Johnson & Johnson vaccine at least two weeks prior to your start date.*