



Position: Major Gifts Officer

General description of position:

RAVEN is seeking a Major Gifts Officer to grow our community of high-impact supporters. This role is responsible for securing the 5- and 6-figure gifts that drive our fundraising campaigns forward. The Major Gifts Officer reports to the Director of Development in a remote/hybrid working environment. By balancing strategic relationship building with rigorous data management, the Major Gifts Officer will steward the gifts required to support Indigenous Nations in advancing self-determination through Indigenous-led litigation that protects their lands and waters.

Knowledge, skills, and abilities required

1. Personal integrity, sound judgment, a donor stewardship orientation, a commitment to professional ethics, and a love of team collaboration.
2. Technological proficiency.
3. Ability to work collaboratively with internal and external stakeholders.
4. Lived experience or demonstrated knowledge of Indigenous Peoples' rights and issues, including the Truth and Reconciliation Calls to Action and the UN Declaration on the Rights of Indigenous Peoples.
5. Strong analytical and problem-solving abilities.
6. Effective communication and interpersonal skills.
7. Excellent organizational skills and ability to work on multiple projects simultaneously.
8. Attention to detail, diligence, and commitment to data accuracy.

Desired Education and experience

Required

1. 3-5 years of fundraising experience with a proven track record of closing major gifts (to RAVEN, these are one-time donations and pledges of \$5,000 or more);
2. Excellent donor relations skills and understanding of the funding community;
3. Knowledge of fundraising principles, techniques, and best practices.

Desirable

1. Bachelor's degree or diploma in a relevant field (e.g., nonprofit management, business administration, social science). Alternative credentials and community-based experience are welcomed.
2. Affiliation with a professional fundraising association.
3. Networked within environmental, social justice, and/or Indigenous rights movements.
4. Experience using Salesforce, or a comparable DMS/CRM database, and Google Workspace.

Salary range

\$81,400 to \$89,900

Working conditions

1. This is a remote-first position with regular visits to the RAVEN office located in Victoria, BC.
2. This position involves working mainly indoors and may also involve work at events which may be outdoors or at other venues, or work after hours or on weekends. Full-time employment is 35 hours per week.
3. Occasional lifting of equipment such as computers, chairs, or comparable items up to fifteen (15) kilograms may be required.
4. Extended periods working at a computer may be expected.

Primary tasks and areas of responsibility

- 1) Portfolio Management & Strategy
 - a) Qualify, cultivate, solicit, and steward a portfolio of major gift prospects.
 - b) Develop individualized relational engagement plans for each donor to ensure consistent support of RAVEN and its campaigns.
 - c) Conduct active discovery to identify high-capacity prospects within the supporter database.
- 2) Donor Solicitation
 - a) Conduct 10 to 15 major gift meetings per month, in person or via video call, to build rapport and advance the gift cycle.
 - b) Draft compelling personalized proposals and gift agreements that align donor values with RAVEN priorities.
 - c) Collaborate with RAVEN leadership on transformational gift opportunities.
 - d) Meet or exceed annual revenue goals as defined by the development and campaign fundraising plans.
- 3) Donor Stewardship & Engagement
 - a) Ensure donors know and feel the impact of their giving through timely reporting, personalized updates, and exclusive engagement opportunities.
 - b) Partner with the Communications team to create relevant stewardship materials.
 - c) Collaborate with the Campaigns team to stay informed on Nation Partner developments to inform accurate and compelling donor communications.
 - d) Lead the execution of intimate donor cultivation events to deepen prospect engagement.
- 4) Database Administration & Finance
 - a) Maintain meticulous records in Salesforce NPSP, documenting all interactions and next steps to ensure organizational memory and aligned communications.
 - b) Participate in revenue forecasting and budget planning meetings as necessary.

Results and outputs expected for this role

1. Secure a minimum of \$500,000 in new and renewed major gifts annually
2. Complete approximately 120-150 meaningful donor interactions per year
3. Consistent documentation of relational engagement plan interactions and gift stage tracking
4. High quality gift proposals tailored to RAVEN's mission and campaigns
5. Active participation in major gift strategy sessions

Behaviours that support success in the position

1. Protects and respects confidential information
2. Engages professionally both internally and externally
3. Demonstrates respect for Indigenous values and cultures
4. Aids in securing resources that directly impact the achievement of RAVEN's mission and vision
5. Builds trust with prospects and donors through diligent follow-up and active listening

Additional information

This job description is a general overview of the position and may be subject to relevant changes based on RAVEN's needs and priorities. In addition to salary, RAVEN offers generous benefits, including 2 weeks paid vacation to start, 5 sick days, 91 health and wellness hours (13 days), 14 statutory holidays, paid time off during weeklong winter closure, paid medical and dental insurance, RRSP matching, annual professional development stipend, and a supportive working environment.

The application deadline is **Thursday, April 30**. Interviews will be conducted on a rolling basis, and only qualified applicants will be contacted. Please submit your cover letter and resume to operations@raventrust.com with the subject line "Major Gift Officer application." In lieu of a cover letter, you may choose to provide a short video describing your fit for this role alongside your resume. If you have any questions, please email us or call (250) 383-2331.

RAVEN thrives when our team reflects the diverse communities we serve. We warmly invite Indigenous people, people of colour, LGBTQIA2S+ individuals, and members of other marginalized groups to apply and bring their unique perspectives to our work.

Disclaimer | This job description is meant as a general guide to the position and may not be inclusive of all responsibilities, expectations and conditions that arise during employment. From time to time this description will be reviewed and may be adjusted.