



Job description – Institutional Giving Officer

Position: Institutional Giving Officer

Location: Canada / Ottawa
(remote with the ability to work in the office on occasion)

Reports to: Director of Fundraising

Veterinarians without Borders North America / Vétérinaires sans Frontières Amérique du Nord (VWB/VSF) is a charitable, humanitarian organization whose mission is to work for, and with, those in need to foster the health of animals, people, and the environments that sustain us.

We are a mission driven dedicated team with a full remote working environment that spans across Canada and the globe. We respect work life balance and offer a generous benefits package that includes 4 weeks of vacation and summer Fridays.

More information about the organization can be found at vwb.org

POSITION SUMMARY

The Institutional Giving Officer will play a pivotal role in advancing the fundraising goals of the organization, focusing on major gift individuals, corporates, foundations, grants, and legacy giving. Reporting to the Director of Fundraising, this position will involve strategic planning, grant management, donor stewardship, and prospect research to ensure the organization's sustainability and growth.

Responsibilities

- Collaborate with the Director of Fundraising to develop and execute a comprehensive fundraising strategy, encompassing major gift individuals, corporates, foundations, grants, and legacy giving. Set key targets and objectives aligned with organizational priorities.
- Identify, cultivate, and steward 80-100 prospects for foundations, corporations, and major gifts ranging from \$500 to \$99,000.
- Build and maintain relationships with potential donors, engaging a cross-section of the organization for content and support as needed.
- Assist in grant writing and reporting processes, contributing to the development of compelling proposals and reports. Collaborate with team members to gather content, success stories, and quantitative data to strengthen grant proposals and the case for support.
- Maintain a comprehensive database with all relevant information related to donors, grants, and prospects. Ensure data accuracy and integrity for effective tracking and reporting.



- Conduct thorough research on funding prospects, staying abreast of grant and funding trends. Identify new opportunities for institutional support and partnerships.
- Ensure that recognition requirements of grants are fulfilled promptly and accurately. Maintain detailed records of donor contact, history, and moves management. Facilitate timely and personalized appreciation, tax receipt issuance, and recognition for all donors, including major donors.
- Manage the VWB/VSF North American legacy giving program, overseeing communication, stewardship, and cultivation of legacy donors.

Skills & Experience:

- College diploma or university degree preferably in fundraising or marketing or equivalent experience.
- Minimum of 2 years' experience in institutional giving or related roles within the nonprofit sector.
- Demonstrated success in grant writing, reporting and donor stewardship.
- Strong research skills with the ability to identify and pursue funding opportunities.
- Proficient in MS Office suite, Canva, iWave and database CRM management.
- Excellent communications and interpersonal skills, with the ability to engage diverse stakeholders effectively.
- Detail-oriented with strong organizational and time management skills.
- Strong organizational skills and the ability to multitask in a dynamic environment.
- Entrepreneurial, self-driven personality with effective project management skills.
- Ability to adapt and learn quickly, ask thoughtful questions and constructively give and receive feedback.
- Taking proactive steps to address issues and seize opportunities without waiting for direction.

APPLICATION

Please send your CV and cover letter to recruitment@vwb.org with Institutional Giving Officer in the subject line.

Veterinarians Without Borders North America/Vétérinaires sans Frontières Amérique du Nord is an equal opportunity employer and values the diversity of our team. We are committed to inclusive and equitable employment practices and strive to create a workplace that supports diversity, equity, and inclusion.

VWB/VSF Canada welcomes applications from all qualified candidates, including members of racialized groups, Indigenous peoples, women, persons with disabilities, and persons of any sexual orientation or gender identity.