

Senior Development Officer – Legacy & Estates

Are you a forward-thinking professional with a passion for arts, culture, and nature? **Join our team at ROM Governors as the Senior Development Officer, Legacy & Estates**, where you will play a pivotal role in driving our ambitious fundraising campaign for the Royal Ontario Museum's transformation into a dynamic 21st-century institution. In this key position, you will work closely with the Associate Vice President, Legacy & Estates, utilizing cutting-edge strategies in planned giving to develop and strengthen our legacy initiatives.

ROM Governors is a strategic partner to the Royal Ontario Museum (ROM), passionate about its role in advancing ROM's mission through inspired philanthropic and sponsorship relations. We are committed to being the country's top cultural foundation because of our success in building highly engaged, impactful donor and other community relationships.

POSITION SUMMARY:

As the Senior Development Officer, Legacy & Estates, you will lead the strategic management and execution of legacy giving initiatives. Your responsibilities include the identification, acquisition, cultivation, and retention of legacy and major gift support for the Museum's current and future exhibitions, programs, research, and educational activities. This involves managing a portfolio of 75-100 legacy prospects and developing personalized engagement plans that resonate with our donors' passions and values.

You will collaborate with internal and external teams to execute multi-channel marketing strategies and donor-focused events, enhancing ROM's position and visibility in the philanthropic community. Your exceptional communication skills and strategic mindset will enable you to build and maintain strong relationships, advancing ROM's philanthropic goals and supporting our mission at ROM Governors.

RESPONSIBILITIES:

- **Legacy Strategy and Implementation:**
 - Collaborate with the Associate Vice President, Legacy & Estates to shape, execute, and manage a comprehensive, sector-leading Legacy program.
 - Oversee initiatives that enhance the future viability and growth of Legacy gifts, deepening and sustaining donor relationships.
- **Prospect Management:**
 - Actively manage a portfolio of 75-100 Legacy prospects, ensuring ongoing relationship management.

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- Independently and in collaboration with the AVP, Legacy & Estates, craft personalized cultivation and engagement plans that align with donors' passions and values.
- Work closely with the research team to build and maintain legacy lead lists.
- **Donor Relationships and Engagement:**
 - Develop and maintain authentic relationships with volunteers, engaging them as champions to connect others to the transformative power of giving through art, culture, and nature.
 - Partner with the Stewardship and Events teams to develop donor-focused engagement strategies and implement events aimed at advancing the cultivation of prospective donors across various demographics.
- **Program Management:**
 - Collaborate with internal and external teams to manage multi-channel marketing plans and donor communications, highlighting Legacy donors and raising awareness of key initiatives.
 - Work with the events and stewardship teams to advance cultivation strategies for prospective donors across diverse demographic groups.
 - Ensure all donor agreements, endowment, estate, and impact reports are accurate, compelling, and delivered in a timely manner.
 - Stay informed about ROM program developments and charitable giving laws to effectively share relevant information with donors and staff.

QUALIFICATIONS & COMPETENCIES:

- Minimum of five years' experience in developing and implementing personalized legacy donor engagement strategies with a proven track record of success.
- Deep passion for the arts and culture, with a proven ability to inspire enthusiasm in others for these fields.
- Comprehensive knowledge of legacy giving vehicles and practices, equipped with strategic acumen to engage diverse groups and constituents effectively.
- Exceptional interpersonal and communication skills, capable of engaging donors authentically and compellingly. Comfortable interacting with a range of stakeholders including donors, patrons, senior volunteers, and senior museum staff.
- Strong problem-solving skills, strategic thinking, and sound judgment.
- Outstanding oral and written communication abilities, with a history of successful presentations and communications.
- Excellent organizational skills, able to manage a diverse range of assignments efficiently while meeting multiple deadlines and maintaining attention to detail and consistent follow-through.
- Resourcefulness and independence, thriving in a team-oriented environment while capable of autonomous function.
- Proficient in using office software, including RE NXT, Microsoft Word, Excel, and PowerPoint.

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- Flexible schedule availability, accommodating after-hours events and meetings as necessary.

SALARY AND TERMS OF EMPLOYMENT:

- Start Date: ASAP
- Status: Full-Time Permanent
- Employee Group: ROM Governors
- Schedule: 35 Hours per week
- Probationary Period: Six (6) Months
- Location: Toronto, ON
- Open Date: May 30, 2024
- Close Date: Open Until Filled
- Salary: CAD 85,000 to CAD 105,000
- Work Model: In-Person with flexible work arrangements (minimum 3 days in office)

APPLICATION LINK:

<https://royalontariomuseum.applytojob.com/apply/Pv92ST20zn/Senior-Development-Officer-Legacy-Estates?source=CAGP>

ADDITIONAL NOTES:

- We will be reviewing candidate submissions as they are received, and ROM Governors may choose to move forward with interviews before the deadline. Early submission is encouraged.

DIVERSITY STATEMENT:

At ROM Governors, we consider equity, diversity, and inclusion foundational to our institutional success. We seek to foster a workplace that reflects the diversity of the city and province in which we are located and welcome all qualified and experienced candidates to apply, regardless of their gender, age, sex, race, religion, ethnicity, ability, sexual orientation, or gender identity.

ACCESSIBILITY STATEMENT:

The ROM Governors is committed to fair and accessible employment practices. Upon request, suitable accommodation is available under the Accessibility for Ontarians with Disability Act (AODA) to applicants invited to an interview.

Only candidates selected for an interview will be contacted. The selected candidate will be required to participate in a Criminal Background Check.