



Our vision is a Manitoba where no one goes hungry. We operate the largest community food network in the province to alleviate hunger, promote access to nutritious foods, and help support healthier living for Manitobans in need. Join our Crew and help us nourish our communities.

**Mid-Level Gift Officer
Full-Time,
Salary Scale - \$16.50 to \$24.29 per hour**

Harvest Manitoba is an outstanding place with employees that care greatly about the work that we do and the people that we work with and serve. We are seeking an outgoing Mid-Level Gift Officer that will work well with our team. Reporting to the Director of Corporate Partnerships, the Mid-Level Gift Officer will work to steward, cultivate, and identify mid-level donors (defined as \$100 - \$1,000). The Mid-Level Gift Officer's primary objective is to develop long-term relationships built on a firm understanding of donors' interests, passions, and values.

What you will do:

- **Create, develop, and implement short, intermediate, and long-term individual mid-level (\$100-\$1,000) gift donor strategies.**
- **Act as primary relationship manager for a portfolio of individual prospects; playing lead role in stewardship, move-management, soliciting and closing mid-level gifts. Note that the most of this relationship building will occur via phone, email, and video meeting.**
- **Make regular phone calls to donors, with the purpose of establishing a relationship and updating their donor profile on Donor Perfect with an average 10-20 calls a day.**
- **Able to ask donors to upgrade their gift or become a monthly donor program.**
- **Execute mid-level gift materials, including briefing memos, thank you notes, proposals and stewardship materials.**
- **Monitor weekly, monthly, quarterly, and annual activity to achieve revenue goals.**
- **Track and report relationship activity including identification, qualification, cultivation, solicitation, and stewardship of prospective and current donors.**
- **Provide a welcoming and appreciative environment, and work to improve the experience of, and ensure the retention of our donors.**
- **Provide leadership, guidance and mentoring to our volunteers.**
- **Complete special projects and perform other duties as assigned.**
- **As a member of the Harvest Manitoba CREW, support the team however needed to ensure operational needs are being met.**

About You:

- **You believe in the dignity of all humans and have a caring, positive attitude.**
- **Applicant's must present official documentation confirming they are fully immunized against COVID-19 along with identification to validate the person's identity as matching the vaccination record provided.**
- **Ability to effectively coordinate multiple projects, deadlines, and priorities.**
- **Clear, professional, and warm communicator.**
- **Professional presence, with a positive attitude and self-starter, the ability to multi-task and prioritize workload**
- **Experience with managing donor relationships, activations, and the donor cycle**
- **Demonstrated experience in using databases. (Donor Perfect an asset))**
- **Proficient in MS Office (Outlook/Word/PowerPoint/Excel).**
- **Ability to work with a wide variety of people.**
- **Valid Class 5 driver's license with a clean driver's abstract.**
- **Ability to pass a Criminal Record Check & Child Abuse Registry Check.**
- **Commitment to the organization's vision of accessible, healthy, and sustainable food for all.**

****Note that this is a remote position with the ability to work from Harvest when required, a home office space is strongly encouraged.**

Evening and weekend shifts will be required as business levels dictate.

Application Instructions:

Apply on Indeed or send an email with your cover letter and résumé to HR@harvestmanitoba.ca

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

Thank you for your interest in Harvest Manitoba.