



**Justice
Institute**
BRITISH COLUMBIA



Development Officer, Major Gifts

Opportunity Profile Presented By

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Justice Institute of British Columbia (JIBC) is a public post-secondary institution that has earned a worldwide reputation for exceptional applied education, training and research.

JIBC helps to create safer communities and a more just society by supporting professionals at all stages of their careers. Over 40,000 students take courses annually to work in law enforcement, firefighting, paramedicine, security and emergency management.

JIBC's educational programming also includes complementary and related areas of study – from conflict resolution, mediation, leadership and counselling, to cybersecurity, business intelligence, and tactical criminal analysis – as well as applied research in the justice and public safety fields.

JIBC's Office of Development is a small but mighty team that raises funds for JIBC's strategic goals, and since 1993 has raised over \$16 million for specialized training equipment, innovative projects, applied research, and over 2,600 student awards and bursaries.

The JIBC Development team is now looking for a seasoned **Development Officer, Major Gifts**, to build and execute a robust major gifts program and manage a portfolio of major gifts donors. Reporting directly to Tracy Campbell, Director, Office of Development, this role is essential to the success of JIBC's fundraising and donor relations strategies and initiatives.

This is an exciting opportunity for a passionate and enthusiastic fundraiser to:

- Contribute to safer communities and a more just society;
- Help shape the future of fundraising at one of Canada's most unique post-secondary institutions;
- Lead the design and implementation of a robust major gifts program;
- Build and manage a portfolio of major gift donors;
- Develop the processes that enhance fundraising effectiveness.

Information for Candidates

This search is being led by JIBC's search partner, Christoph Clodius at The Discovery Group.

If you or someone you know is interested or curious, please be in touch.

We welcome questions and enquiries to christoph@thediscoverygroup.ca.

Application Timing and Selection Process:

Submissions will be reviewed on an ongoing basis, and the role will remain open until filled, so we encourage immediate enquiries and submissions.

Please apply to Christoph with a cover letter/expression of interest and resume/CV, in a combined single document.

Compensation and Benefits:

The salary range for the position is \$74,168 to \$98,891 based on the knowledge, qualifications and experience for the role. JIBC offers 20 vacation days and 10 Personal Days annually as well as other generous leave entitlements.

Benefits:

JIBC offers a comprehensive compensation package featuring an employer-paid benefit plan including Extended Health and Dental Benefits, enrollment in the College Pension Plan, a health spending account, and opportunities for professional development and learning through various programs and resources.

Location:

This position is located at the New Westminster campus and may be eligible for a hybrid work arrangement following the probationary period.

Diversity, Equity & Inclusion:

The Justice Institute of British Columbia is an equal-opportunity employer and is interested in broadening the diversity of its staff. It encourages applications from individuals from visible minority groups, individuals of Indigenous heritage, persons with disabilities, and persons of all sexual orientation or gender identity.

JIBC respectfully acknowledges its campuses are located on the unceded Traditional Territories of the Qayqayt, Musqueam, and Coast Salish Peoples, the Katzie and Kwantlen First Nations, the Stó:lō Nation, the Sylix/ Okanagan Nation, and the Traditional, Treaty Territories of the Songhees, Esquimalt, and WSÁNEC Nations.

The Development Officer Role:

The Development Officer, Major Gifts will have the opportunity to drive innovation, strengthen relationships, and shape the future of fundraising at one of Canada's most unique post-secondary institutions.

The Development Officer will lead the design and implementation of a robust major gifts program (currently gifts of \$5,000 and above), creating strategies to build donor pipelines, segment donors, and develop processes that enhance fundraising effectiveness.

This involves ensuring donors feel a lasting connection to JIBC's mission by meeting them, engaging them through tours and recognition events, sharing compelling funding proposals, and other strategic cultivation tactics.

Specific Roles & Responsibilities:

Major Gifts Program Leadership

- Build out a robust major gifts fundraising program at JIBC, including establishing a donor pipeline and donor segmentation strategies, contributing to funding priority conversations, and developing associated processes and templates.
- Manage the major gifts program, including solicitation strategies and proposal development.
- Set and monitor key performance indicators for fundraising activities, using data-driven insights to evaluate and enhance the effectiveness of strategies.
- Recommend continuous improvement initiatives and innovative approaches to enhance fundraising effectiveness.

Major Gifts Fundraising

- Manage a major gifts portfolio (currently gifts of \$5,000 and up level) of individuals, businesses, and foundations, including identifying, cultivating, soliciting, securing, recognizing, and stewarding prospects and donors.
- Maintain strong and lasting relationships with donors and encourage continued support.
- Provide personalized stewardship for donors, including donor acknowledgement and recognition activities, presentation, recognition events, and providing updates on the impact of their contributions.
- Lead tours, presentations, and demonstrations for donors to enhance their engagement with JIBC's priority fundraising needs.
- Develop and write funding proposals and grant applications aligned to identified fundraising priorities.
- Monitor progress against personal fundraising targets, adjusting strategies as required to achieve goals.



General Fundraising and Donor Relations

- Contribute to broader Office of Development fundraising efforts and planning, including the annual giving campaign.
- Support the success of key fundraising and stewardship events.
- Provide guidance to, and receive some support from, the Development Associate.
- Contribute to donor recognition, ensuring that donor contributions are acknowledged appropriately and consistently.
- Maintain accurate donor and prospect records and manage donor pipeline in Raiser's Edge and Raiser's Edge NXT; uphold JIBC's commitments to data integrity and confidentiality.
- Collaborate with the Brand, Communications, and Engagement team on the development of donor materials to ensure consistent messaging and branding.
- Mentor and collaborate with volunteers and the Office of Development team, sharing expertise in major gift fundraising and fostering a team-oriented environment.

Financial Management and Planning

- Manage budgets for fundraising initiatives, monitor expenditures, and ensure financial goals are met.
- Participate in the development of team plans and initiatives, understanding and championing organizational strategic and business goals.

Personal Leadership

- Maintain a commitment to equity, diversity, and inclusion, including Indigenization. Ensure these principles are embedded throughout all the work we do.
- Monitor trends, research, and advancements in fundraising to maintain personal expertise; translates this into recommendations for the enhancement of JIBC fundraising programs and processes.
- Communicate and coordinate with team members to ensure a seamless experience for donors and other key interest holders throughout JIBC.
- Maintain close working relationships with leaders and teams across JIBC. Build and maintain relationships with internal and external partners, including board members and community leaders, to support fundraising efforts and align with institutional goals.
- Contribute to the overall success of the Office of Development team and ensure that all programs, processes, and fundraising efforts contribute to JIBC's strategic direction and the divisional goals.

Ideal Qualifications:

Education and Experience:

- Meaningful relevant experience in fundraising with a proven track record of successfully securing major gifts in a nonprofit, higher education, or similar setting.
- Experience in capital campaign fundraising is ideal.
- Certified Fund Raising Executive (CFRE) certification strongly welcomed.
- Participation in Association of Fundraising Professionals (AFP), Canadian Council for Advancement of Education (CCAE), or Canadian Association of Gift Planners (CAGP) would be considered an asset.
- Undergraduate Degree in a relevant field or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

- Strong understanding of fundraising principles, donor cultivation, and solicitation strategies.
- Demonstrated ability to build and maintain relationships with high-net-worth individuals, corporate donors, and foundations.
- Record of achieving fundraising goals and moving donors up the donor pyramid.
- Depth of experience with grant writing and proposal development.
- Broad knowledge of fundraising and stewardship programs and activities, including annual giving, sponsorship and events.
- Understanding of donor-centered stewardship practices.
- Persistent, highly motivated, and keen interest in building a fundraising program.
- Excellent interpersonal, communication, and presentation skills.
- Agile and adaptable in a variety of circumstances.
- Ability to think innovatively and creatively in planning and developing a fresh approach to existing activities, with a continuous improvement perspective.
- Models respectful and inclusive workplace behaviours, demonstrating a commitment to meaningful outcomes in diversity, equity, and inclusion, including Indigenization.
- Strong project management skills, with the ability to handle multiple projects simultaneously and meet deadlines.
- Judgment in maintaining confidentiality and handling sensitive information with discretion and integrity.
- Proficiency in Raiser's Edge and Raiser's Edge NXT.
- Strong computer literacy and experience with Microsoft Office Suite are essential.
- Must be able to arrange and attend donor and prospect meetings and activities, including transporting any necessary materials to these meetings. Access to reliable transportation is required to fulfill these responsibilities.

About JIBC

For 45 years, the Justice Institute of British Columbia (JIBC) has provided nationally recognized post-secondary programs and conducted innovative applied research to educate the justice and public safety professionals our communities need. Each and every day, and in their most challenging moments, JIBC graduates improve the lives of British Columbians as they perform some of the most critical roles in our civil society.

JIBC delivers leading edge public safety and justice education training and is an internationally recognized leader in designing and delivering online and applied education and research. Its curriculum emphasizes real-world, hands-on experiential learning and training that has an immediate and lasting impact. JIBC also considers the importance of prevention and support systems through its emergency management, community care, leadership, and social justice curriculum, including programming in conflict resolution, counselling, and mediation.

More than 40,000 students study at JIBC every year, benefiting from instructors who understand the critical professions for which it trains. Instructors have been on the front lines, doing the jobs themselves. JIBC's role in training those who help keep communities safe and healthy - municipal police officers, paramedics, firefighters, sheriffs, correctional and probation officers, emergency managers and search-and-rescue personnel - is a significant responsibility and one it is honoured to share with its many partners and stakeholders.

JIBC's vision - safer communities and a more just society - combined with its mission of developing dynamic justice and public safety professionals through exceptional applied education, training, and research underpins all that it does.

It believes experiential learning is the best means of preparing learners for the demands of the high stakes public safety situations for which it is training. This hands-on approach is taken with confidence and certainty, knowing its instructors and many of its staff have been on the front lines, doing the jobs themselves. Their experience directly informs its approach.

With six campuses, robust online offerings, and training in more than 200 B.C. communities over the last five years, the Institute strives to provide equitable and affordable access to education for all learners, regardless of its location.

What Guides Us

Vision: Safer communities and a more just society.

Mission: Developing dynamic justice and public safety professionals through exceptional applied education, training, and research.

Values: Integrity, Service, Diversity.

JIBC'S Four Areas of Focus

1. Identifying the educational and specific training needs for all components of the British Columbia Justice System, including fire services;
2. Providing courses of instruction that are consistent with identified needs, specifically for, but not limited to, police, corrections, courts and sheriffs;
3. Developing a co-operative system of coordination between JIBC programs and those of other institutes, colleges, universities, public schools and community-based organizations;
4. Providing a provincial forum for discussion and examination of justice and socially related issues.

JIBC continues to grow and evolve, and course and program offerings continue to increase as the Institute identifies new areas of study consistent with its mandate.

Areas of Study

JIBC offers programs and courses that provide students with qualifications for new and upgraded careers in Public Safety, Health, Community & Social Justice, and Criminal Justice & Security.

JIBC offers programming in the following areas:

- Community Safety
- Conflict Resolution
- Corrections & Youth Justice
- Counselling
- Driver Education & Road Safety
- Emergency Management
- Family Justice
- Fire Fighting
- Intelligence Analysis
- Law Enforcement & Investigation
- Leadership
- Municipal Policing
- Paramedicine & Health Sciences
- Security
- Sheriff Training

JIBC's Impact Includes:

- Increasing access to education by delivering programs and courses at six campuses, online and in communities throughout BC.
- Being BC's lead provider of medical responder and paramedic training, with over 850 new responders and paramedics graduating annually.
- Helping BC communities prepare for and respond to emergencies for over 30 years.

Strategic Plan 2022 – 2027 *For the Greater Good*

JIBC's strategic plan directly connects to its mandate letter from the Government of British Columbia and the five key areas of expectation it has for JIBC:

1. Putting people first.
2. Lasting and meaningful Indigenous Reconciliation.
3. Equity and anti-racism efforts.
4. A better future through fighting climate change.
5. A strong, sustainable economy that works for everyone.

JIBC is dedicated to ensuring its programming reflects current and emerging labour market and education and training needs, especially among underrepresented groups. JIBC wants to support economic recovery and help to grow career opportunities in British Columbia, setting students up for success in the long run. Committed to and invested in Truth and Reconciliation efforts through the leadership and work of its Elders-In Residence, the Indigenous Advisory Council and Office of Indigenization, and to support all staff and faculty so it can do the best job possible for students and to enjoy fulfilling careers themselves.

Each of JIBC's core commitments is supported by an overarching objective and supporting strategies that link to its aspirations and core purpose. Its commitments are its principal ambitions, and in the context of planning, objectives are the specific and measurable goals that connect to each commitment.

The strategies serve as a roadmap—the approach and methods JIBC will use. The desired outcomes are the results JIBC wants to achieve, and its values of Service, Integrity, and Diversity fuel how it conducts itself. Supporting the strategic plan is the JIBC Annual Plan - a series of priority pan-institute initiatives that drive execution of the strategies. Additionally, Divisional Plans are developed annually across the organization to bring focus to the improvement projects crucial to JIBC's long-term success.



Key Commitments

1. **Putting Students First:** Helping every student and trainee be successful while at JIBC and beyond.
2. **Pursuing Education & Training Excellence:** Delivering relevant, inclusive, and responsive education, training, and research.
3. **Living Indigenous Ways of Thinking, Being, Relating and Doing:** Respecting and weaving Indigenous knowledges into our experiences.
4. **Fostering the Success of Our People:** Advancing a healthy, diverse, empowered, and thriving workplace.
5. **Championing Equity, Diversity & Inclusion:** Creating accessible programming, workplaces and spaces that reflect the global community.
6. **Elevating Organizational Effectiveness:** Supporting a culture of continuous improvement in every area of JIBC.

[View the Strategic Plan Strategic Plan 2022-2027](#)

Indigenization at JIBC

JIBC is committed to understanding the historical, social, and economic conditions of Indigenous populations. With this understanding, JIBC works to foster respect and understanding of the cultures, traditions, languages, and protocols of Indigenous Peoples in the learning environment. The Office of Indigenization was created in 2012 as a cross-institute resource for support and enhancement of Indigenization at JIBC.

Learn more about JIBC:

- [Justice Institute of British Columbia](#)
- [This is Just the Beginning](#)



Tracy Campbell

Director, Office of Development

As Director of the Office of Development, Tracy Campbell leads a small but effective fundraising team dedicated to enhancing applied education, training, and student learning opportunities at JIBC.

Since 2012, Tracy has established meaningful relationships with JIBC donors, resulting in multi-million dollar support of student awards and bursaries, specialized training equipment, and innovative new initiatives.

Prior to JIBC, Tracy spent 13 years at the Greater Vancouver Board of Trade, BC's largest and most active business association, in senior positions in communications, event management, and business development. Tracy also served on the Board of Trustees at the BC Sports Hall of Fame and holds a bachelor of journalism with combined honours in English from Carleton University.





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The Discovery Group is an international consulting firm dedicated to the social profit sector. We believe that social profit organizations can change the world. Since 2017 it has been our mission to help social profits across the globe achieve their vision and elevate community impact. We work side-by-side with our clients to help them envision change, determine how to make it happen, and put the necessary tools and skills in place for success.

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