



Senior Development Officer, Major Gifts

Cambridge Memorial Hospital Foundation (CMHF) is seeking a relationship-focused professional to join our team as **Senior Development Officer, Major Gifts**. In this role, you will build meaningful community relationships and inspire philanthropic support for local healthcare.

About Our Team

We are a dynamic, dedicated team that values resourcefulness, innovation, creativity, and strong relationships with our donors, community, and one another. In partnership with Cambridge Memorial Hospital, our donors, and the community, we raise funds for equipment and technology that support exceptional patient care close to home.

We believe that how we work together matters as much as the work we do. As part of the CMHF team, you'll experience:

- The opportunity to support excellent health care for our friends, family, neighbours, and the broader community.
- A progressive hybrid work model that balances collaboration and independent work.
- A positive, collaborative culture where your ideas, experience, and contributions are valued.
- Opportunities for professional development and growth.
- A culture of accountability grounded in compassion and care for one another and our stakeholders.
- A commitment to learning and continuously improving how we work together.

Our competitive compensation package is benchmarked against other comparable hospital foundations both regionally and nationally and local charitable organizations. We are dedicated to being fiscally responsible and providing fair compensation.

The Opportunity

The Senior Development Officer, Major Gifts plays a critical front-line role in advancing Cambridge Memorial Hospital Foundation's mission by building and sustaining meaningful relationships with donors who are passionate about supporting local healthcare. As a senior individual contributor, this role is responsible for identifying, cultivating, soliciting, and stewarding major and legacy gift donors within an assigned portfolio.

Working within a strong culture of philanthropy, the Senior Development Officer, Major Gifts models stewardship excellence, collaboration, and community centred relationship building in alignment with CMHF's Culture Code which defines how we work, lead, and belong together.

Key Responsibilities

Major Gifts Fundraising

- Manage and steward a portfolio of major gift donors and prospects, with accountability for advancing relationships, securing gifts, and achieving defined annual revenue targets. Gift ranges reflect typical scope, with flexibility based on donor readiness and relationship strength.
- Develop and execute individualized cultivation, solicitation, and stewardship strategies aligned with Foundation priorities.
- Prepare donor specific- proposals, cases for support, briefing materials, and stewardship reports for relationships they manage, with coaching and oversight from the Director.
- Maintain accurate, timely documentation of donor activity in the donor management system.

Relationship Building & Stewardship

- Build authentic, trust-based relationships with donors, prospects, clinicians, volunteers, and community partners.
- Communicate donor impact clearly and meaningfully, reinforcing gratitude and long-term stewardship.
- Support clinicians and senior leaders in donor engagement conversations related to their portfolio.

Collaboration & Culture of Philanthropy

- Collaborate across fundraising programs to support coordinated donor engagement and reduce silos.
- Contribute insights from donor relationships to inform broader fundraising planning and strategy.
- Model CMHF's Culture Code, including clarity, curiosity, collaboration, and integrity.

Qualifications & Experience

- Post-secondary education or an equivalent combination of education and experience.
- Minimum five (5) years of experience in fundraising, business development, sales, or a comparable relationship-based role, with demonstrated success building relationships and achieving revenue or fundraising goals.
- Strong written, verbal, and interpersonal communication skills.
- Demonstrated ability to manage multiple priorities with care and professionalism.

- Experience with donor databases (Raiser's Edge or similar).
- Alignment with CMHF's Culture Code and commitment to community first philanthropy.
- Access to personal transportation is required due to the nature of this position.

Don't meet every requirement?

We recognize that no one candidate will meet every qualification. If this role excites you and you bring relevant experience, transferable skills, and alignment with our values and Culture Code, we encourage you to apply.

Equity, Inclusion & Accessibility

CMHF is committed to creating an inclusive and accessible workplace. Accommodations are available throughout all stages of the recruitment process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).

Use of Technology in Recruitment

CMHF uses technology enabled tools to support aspects of our recruitment process, such as organizing and reviewing applications. All hiring decisions involve human review and judgment.

Salary

A competitive compensation package including base salary, benefits including HOOPP and paid vacation, will be provided. The target hiring range for this position is **\$75,750 - \$88,375**. CMHF reviews and increases compensation annually based on performance, and the full salary range is \$75,750 - \$101,000.

How to Apply

We are interested in learning more about you, what drives you and how you approach building meaningful relationships. Along with your resume, please share your responses to the questions below by **Nov 16, 2026**. No formal cover letter needed.

Please email your resume and responses to Meghan LeSouder: mlesouder@cmh.org

We thank all applicants for their interest, however only those selected for interviews will be contacted.

Application Questions

1. What draws you to healthcare philanthropy, and why does this work matter to you?
2. What do you believe turns a meaningful relationship into one that inspires trust, commitment, and action? How would you bring that approach to this role?
3. What strengths or experiences would you bring to this role that might not be obvious from your resume?