



Institutional Partnerships Officer
Temporary (13-month) Full-Time Role
Calgary, AB

Operation Eyesight has an exciting role opportunity for you to join their team as the Institutional Partnerships Officer. Reporting to the Director, Donor Relations, this temporary (13-month) full-time role is responsible for identifying, researching, cultivating, securing and stewarding support from foundations, companies, clubs & associations, and government, with the goal of supporting our sight-saving work in Africa and Asia. With support from the communications team, the major gifts team, and the international programs team, you will be responsible for all grant writing, institutional funding proposals, and institutional donor cultivation and stewardship. You will be responsible for both maintaining strong relationships with existing institutional supporters and cultivating new relationships to grow and diversify our donor base.

Specific Accountabilities

- Implement tactics and meet targets laid out in the Operation Eyesight Advancement Plan, which includes; building and stewarding meaningful and lasting relationships, increasing support, upgrading existing institutional donors where possible, and meeting annual funding targets set forth by the Advancement Plan.
- Manage and grow Operation Eyesight's foundation, corporate and government grants portfolio by identifying, researching, qualifying, cultivating, and soliciting gifts, grants and sponsorships from organizations across Canada and around the globe.
- Identify key decision-makers within foundations, corporations, and governments; research and recommend strategies to establish and strengthen relationships and work with the rest of the Donor Relations team, and Executive Director, and the international programs team where applicable to implement effective relationship building strategies.
- Grow and manage Operation Eyesight's corporate portfolio by identifying, cultivating, soliciting and stewarding a pipeline of corporate sponsorships, and corporate donor prospects.
- Prepare and submit foundation, corporate, and government funding requests including letters of intent, proposals and presentations, and grant applications, with support from donor relations, communications and the international programs teams.
- Engage and steward new and existing clubs and associations through various in person, mailing and online tactics to increase engagement and support, focusing on clubs and associations with capacity to give major gifts.
- Ensure funding is used in accordance with grant requirements and maintain excellent communication with and reporting back to the funder, with support from Donor Relations, Communications and Programs teams.
- Ensure extraordinary experiences for our grant funders, donors, sponsors and other supporters through timely, reliable, customized, donor-centric communication.
- Support the Major Gifts team on collaborative fund development initiatives as needed.

Education and Experience:

- 3 - 5 years of recent experience in grant proposals and reporting process.
- Proven experience in developing institutional relationships. Ability to understand the needs and interests of corporations, foundations and government to develop long-term, strategic relationships.

Skills and Competencies

- Strategic thinker with the ability to understand and translate plans and strategies into action, with detailed implementation action plans.
- Excellent planning, organization, project management and time-management skills. Process oriented and systematic worker with a natural inclination to document work.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Knowledge of fundraising principles and ability to participate in all aspects of the donor cultivation cycle.
- A desire and passion to make a difference in developing countries through sustainable, community-based health solutions.
- Excellent written communications for proposal and report writing based on donor priorities and program goals, strategies and expected outcomes.
- Computer competency with word-processing and spreadsheet applications, fundraising and prospect management databases (Raiser's Edge an asset), and internet skills.
- Understanding of and adherence to Association of Fundraising Professionals Standards.

If you are interested in this position and meet the above criteria, please send a cover letter and resume in confidence directly to ActivateHR at recruitment@activatehr.ca stating "Institutional Partnerships Officer" in the subject line. Please include your salary expectations. Posting will close Friday, Sept 21, 2018. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Operation Eyesight Universal is an international development organization working to prevent blindness and restore sight. Its vision is the elimination of avoidable blindness. Operation Eyesight's Values:

- *Quality and Excellence*
- *Comprehensiveness and Collaboration*
- *Accountability and Transparency*
- *Empowerment and Transformation*
- *Adaptability and Flexibility*
- *Equitably and Respect*
- *Innovation and Creativity*

Based in Canada, Operation Eyesight has brought sight-restoration and blindness-prevention treatment to millions of people since its founding in 1963. Operation Eyesight works in partnership with local governments, medical professionals and community development teams, building essential resources that give all people, including the poorest, access to the eye care services they need. Learn more at www.operationeyesight.com