

## Major Gifts Officer

**Full-Time, Permanent Position**

**Hiring Manager:** VP, Advancement

**Closing Date:** April 6, 2026

To apply, please submit your resume and cover letter to [careers@glenbow.org](mailto:careers@glenbow.org).

Glenbow is an equal opportunity employer and values different perspectives, backgrounds, identities, and lived experiences. We are committed to building a diverse team and encourage candidates from underrepresented groups to apply. Should you have special accommodation needs, please let us know.

## About Glenbow

Glenbow is an arts and culture museum undergoing a complete reimagining of what a museum can be. Every member of our team, regardless of job title, is focused on serving our community and reimagining the museum experience.

Our team is passionate about making art accessible to everyone. We are dedicated community builders, working to shape the future of arts and culture in Calgary and beyond. Working at Glenbow also means being part of an organization that recognizes its role in reconciliation and is working toward building an equitable community.

Glenbow is currently undergoing a transformative renewal through *Glenbow Reimagined*, a \$205 million campaign that will reopen Glenbow in its revitalized home, the JR Shaw Centre for Arts & Culture. This ambitious transformation will create a new model for cultural institutions – one where art, culture, and history are accessible to everyone through free general admission supported by a permanent endowment.

As Glenbow prepares for reopening, philanthropy will play a central role in sustaining exhibitions, education programs, and cultural initiatives that serve the community. Glenbow's Advancement team works closely with philanthropists, foundations, corporate partners, and community leaders to advance this vision. We are seeking a Major Gifts Officer to join the team and help build philanthropic and corporate partnerships that will support Glenbow's future.

## The Opportunity

The Major Gifts Officer plays a key role in building meaningful relationships with donors and securing philanthropic support for Glenbow's strategic priorities.

Working closely with the Vice President, Advancement, senior leadership, and volunteer leaders, the Major Gifts Officer will manage a portfolio of major gift prospects and donors, and lead cultivation, solicitation, and stewardship strategies.

# Glenbow

This role offers the opportunity to engage with passionate supporters and community leaders while helping advance Glenbow's philanthropic momentum and secure philanthropic support during the final phase of the \$205 million *Glenbow Reimagined* campaign as the museum prepares to reopen.

The Major Gifts Officer will work closely with senior leadership and volunteer champions to cultivate and solicit significant philanthropic gifts and corporate sponsorships in support of exhibitions, programs, and the final phase of the *Glenbow Reimagined* campaign.

The Major Gifts Officer will represent Glenbow within Calgary's philanthropic and corporate community as the museum prepares to reopen. The successful candidate will be a strong relationship builder who is motivated by connecting donors with meaningful opportunities to support Glenbow's mission.

This is an opportunity to contribute to one of Calgary's most significant cultural transformations. At Glenbow, you will help advance a new model for public access to arts and culture, work with passionate colleagues dedicated to community impact, build relationships with donors who are shaping the future of the institution, and contribute to a cultural organization entering an exciting new chapter.

Glenbow offers a competitive compensation package and benefits aligned with experience.

## Key Responsibilities

### Major Gifts Fundraising:

- Manage a portfolio of approximately 80–120 qualified major gift prospects and donors.
- Develop and execute individualized cultivation, solicitation, and stewardship strategies.
- Secure philanthropic gifts in support of Glenbow's exhibitions, programs, capital campaign priorities, and institutional initiatives.
- Partner with the Vice President, Advancement and senior volunteers to advance donor relationships and gift opportunities.
- Prepare proposals, presentations, and gift agreements that align donor interests with Glenbow's priorities.
- Support the preparation of grant applications and funder reporting as required.
- Conduct regular donor meetings and cultivation activity to advance prospects through the fundraising cycle.
- Cultivate and secure corporate sponsorships and partnership support aligned with Glenbow's exhibitions, programs, and institutional priorities.

### Relationship Development:

- Build strong and lasting relationships with individual donors, foundations, and corporate partners to advance philanthropic and sponsorship support for Glenbow.
- Identify and qualify new prospects through research, networking, and community engagement.

# Glenbow

- Represent Glenbow externally and serve as an ambassador for the institution within Calgary's philanthropic community.

## **Strategic Collaboration:**

- Work collaboratively across Glenbow to align fundraising priorities with programming and institutional initiatives.
- Contribute to the ongoing development of Glenbow's major gifts strategy.
- Identify and help develop sponsorship and partnership opportunities connected to exhibitions, programs, and public initiatives.

## **Portfolio Management & Reporting:**

- Maintain accurate donor records and activity in Glenbow's CRM system.
- Track donor engagement and pipeline movement.
- Provide updates and reporting on fundraising activity and progress toward goals.
- Actively manage and advance a portfolio of major gift prospects through the cultivation, solicitation, and stewardship cycle.

## **Qualifications**

- 5+ years of experience in fundraising, philanthropic partnerships, or relationship-based revenue development.
- Demonstrated experience securing five- and six-figure gifts.
- Experience managing a portfolio of major gift prospects and advancing donors through the cultivation, solicitation, and stewardship cycle.
- Experience working with senior volunteers, executives, or community leaders is considered an asset.
- CFRE (Certified Fund-Raising Executive) designation or progress toward certification is considered an asset.
- Experience in arts, culture, education, healthcare, or other mission-driven organizations is welcome but not required.

## **Key Competencies**

- Exceptional relationship-building and interpersonal skills.
- Strong written and verbal communication.
- Strategic thinking and sound judgement.
- High level of professionalism and discretion.
- Strong organizational and project management skills.
- Ability to manage multiple priorities and deadlines.
- A collaborative and team-oriented approach.
- Experience with grant writing is considered an asset.

## What Success in This Role Looks Like

In the first 12–18 months, the Major Gifts Officer will:

- Build and actively manage a portfolio of 80–120 qualified major gift prospects.
- Develop strong relationships with donors and community leaders.
- Secure five- and six-figure gifts in support of Glenbow’s strategic priorities.
- Expand Glenbow’s network of philanthropic supporters.
- Contribute to the long-term sustainability of Glenbow through meaningful donor partnerships.
- Contribute to securing philanthropic gifts and sponsorship support aligned with Glenbow’s reopening, exhibitions, and program priorities.