

Position Title: Manager, Major Gifts

Reports to: Chief Executive Officer (CEO), National Gallery of Canada Foundation

Location: Ottawa, Ontario

About the Role

Reporting to the Chief Executive Officer, the Manager, Major Gifts plays a key role in advancing the National Gallery of Canada Foundation's mission to inspire giving in support of art and ideas that reflect Canada's cultural identity.

This is a frontline, relationship-focused position ideal for an experienced fundraiser who thrives on building meaningful connections, crafting compelling cases for support, and securing major gifts from individuals, families, foundations, and corporations across Canada and internationally.

The Manager, Major Gifts will work closely with the CEO to identify, cultivate, solicit, and steward major donors and prospects, ensuring the Foundation meets its ambitious fundraising goals in support of the Gallery's priorities and campaigns.

About the National Gallery of Canada Foundation

Join our team! The National Gallery of Canada Foundation is a dynamic, mission-driven charitable organization that raises funds to support the National Gallery of Canada's world-class collection, exhibitions, and programs. The Foundation operates with the spirit of a small but mighty team: collaborative, creative, and deeply committed to fostering generosity in support of the arts. We take pride in our inclusive and collegial culture, where every team member's ideas and contributions are valued, and where relationships with donors, colleagues, and partners are at the heart of everything we do.

Main Duties

FUNDRAISING AND DONOR ENGAGEMENT

- Manage a personal portfolio of major gift donors and prospects, developing customized strategies for cultivation, solicitation, and stewardship.
- Partner with the CEO and volunteer leaders to secure transformational and legacy gifts in support of Foundation priorities, endowments, and campaigns (including the National Engagement Endowment, Venice in Canada Endowment, and the 150th Anniversary Campaign).

- Identify and engage new donor prospects nationally and internationally.
- Prepare and present persuasive proposals, briefings, and reports tailored to donor interests and motivations.
- Represent the Foundation with integrity, professionalism and warmth at donor meetings, events, and engagements.

COLLABORATION AND STEWARDSHIP

- Work collaboratively with the CEO and the Stewardship team to deliver exceptional donor experiences and ensure accurate, timely recognition.
- Contribute ideas for meaningful donor events, travel experiences, and behind-the-scenes opportunities that deepen connection to the Gallery.
- Partner with colleagues across the Foundation and Gallery to align donor interests with institutional priorities.

REPORTING AND PLANNING

- Maintain accurate donor records, actions, and moves-management updates in Raiser's Edge (or equivalent CRM).
- Support forecasting and progress reporting toward annual fundraising goals.
- Contribute to planning meetings and strategic discussions that strengthen the Foundation's philanthropic impact.

Skills and Experience

- Minimum 5 years of progressive fundraising experience, with a strong record of securing major gifts (\$25,000+).
- Exceptional relationship-building and communication skills; able to inspire confidence and enthusiasm among donors and peers.
- Strong writing and presentation abilities, with the capacity to convey the importance of art and culture to a broad audience.
- Highly organized, self-motivated, and able to manage multiple priorities.
- Collaborative, adaptable, and comfortable working in a small, high-performing team, experience working in a cultural institution an asset.
- Bilingualism (English/French) is a strong asset.
- Post-secondary degree in arts management, philanthropy, business, or related discipline preferred.

Work Schedule and Details

- Hybrid work schedule, with a minimum of three days per week in the Ottawa office.
- Occasional evening and weekend work required for donor events or travel.
- The incumbent is required to live and work in Ottawa, Canada.
- Available to work Monday–Friday, 9 a.m. to 5 p.m. (schedules may change based on operational/event needs).
- Eligible for the Foundation’s comprehensive benefits and paid leave programs.

Summary

The Manager, Major Gifts will help shape the future of art philanthropy in Canada by building personal, lasting relationships with donors who care deeply about creativity, culture, and impact. Through this role, the incumbent will directly contribute to strengthening the Foundation’s leadership in advancing national and international philanthropic support for the National Gallery of Canada.