

DEVELOPMENT OFFICER

(IMMEDIATELY - AUGUST 31, 2012)



Business Unit: Strategic Relations & Development
Reports to: Director, Strategic Development - Fundraising
Job Classification: Band 5
Competition #: 2011-38
Closing Date: December 2, 2011
Term dates: Immediately - August 31, 2012

JOB SUMMARY

The Development Officer responsible for providing support for the strategic direction and objectives for fundraising and to provide proper, timely and personalized customer service to RHF donors.

KEY ACCOUNTABILITIES

- Participates in the development of strategic plans for Development including fundraising programs, donor relations and special events
- Supports the Director, Strategic Development-Fundraising with researching, identifying and analyzing prospects
- Cultivates and maintains long-term relationships with prospects and donors to ensure continued and increased giving
- Implements and maintains centralized stewardship, recognition and acknowledgement processes
- Collaborates with key stakeholders to research, write, produce and update:
 - fundraising case materials (fact sheets on fundraising projects/initiatives)
 - customized fundraising proposals for a variety of target groups
 - stewardship and accountability reports
- Works closely with the Communications Specialist to coordinate the design, development, production and distribution of donor relations materials
- Responds to donor enquiries
- Writes donor correspondence
- Coordinates the acknowledgment, recognition and stewardship of donations
- RRRecords all incoming donations and prepares for donations processing
- Creates and maintains records of donor interactions in Raiser's Edge
- Liaises with Finance (ie. Endowment reporting)
- Manages the administration and coordination of RHF third party events
- Performs related duties as required in keeping with the purpose and accountabilities of the job

QUALIFICATIONS

University degree or Certificate in fundraising plus a minimum of five years of broad experience in fundraising, marketing, journalism, and/or a not-for-profit fundraising environment. Solid knowledge of fundraising process/cycle methods and techniques. Computer experience required including with MS Office. Competent in using Raiser's Edge is a must.

Excellent interpersonal Skills. Excellent verbal and written communication skills. Ability to write compelling proposals and reports with fast turnaround time. Ability to work well in a team and independently without direct supervision. Ability to communicate information clearly and work cooperatively with others. Ability to develop detailed cases for support while also being creative in telling a story. Quick learner who can absorb high volumes of highly technical material and translate it into lay language for staff and donors. Understanding of philanthropy and respect for the motivations behind charitable giving.