

## **Development Officer**

**Pan Am Clinic Foundation**

**Full Time Permanent, Non-Union**

Pan Am Clinic is dedicated to achieving the very best outcomes for its patients so they can reach their highest quality of life through optimum physical health. The Pan Am Clinic Foundation is a crucial part of that model, as our generous supporters provide pivotal funding to further the organization's research, education and community outreach initiatives.

### **Profile**

Reporting to the Pan Am Clinic Foundation's Executive Director, the **Development Officer** is responsible for the management and execution of the Foundation's community development activities, including special events, annual giving programs, sponsorship, community grants and donor stewardship.

### **Position Overview**

- Planning and coordination of the Foundation's annual gala dinner fundraising event and annual golf tournament, including working with corresponding event committees, coordinating event logistics with site events teams, coordinating and promoting ticket sales, securing prize donations, etc.
- Planning and coordination of the Foundation's annual giving program, including participating in the budget development process, the creation and maintenance of databases, development of direct marketing/digital campaigns, Pan Am Clinic staff campaign, etc.
- Fulfilling ongoing donor stewardship requirements to create, maintain and grow solid relationships with the Foundation's annual giving and special event supporters.
- Assists in identifying and/or researching potential grant opportunities, including assisting in the completion of grant applications and stewardship requirements.
- Assists in identifying major gift opportunities, as well as developing proposal packages and helping maintain accurate database information for the program.
- Development of the Foundation's annual report, including content development and project coordination with outside design firm.
- Developing and managing content for the Foundation's social media platforms.
- Attends Development Committee meetings and serves as a resource to its members.
- Assists in fulfilling presentation requirements for community groups.
- Processes donation payments and tax receipts.
- May be required to perform other duties and functions as assigned.

### **Qualifications**

- Minimum of 5 years' experience in a similar or related role
- Proven experience managing successful fund development programs
- Experience in the proper stewardship of donors to encourage ongoing involvement and repeat donations
- Proven success developing and managing signature fundraising events, such as gala dinners, golf tournaments, charity runs/walks, etc.
- Experience working directly with committees and other volunteers in the planning and development of successful development activities
- Experience in identifying grant opportunities, as well as completing grant applications and follow-up reports
- Experience identifying major gift and/or sponsorship opportunities
- Above average writing and presentation skills
- Experience working with outside suppliers such as marketing agencies, rental equipment companies, A/V suppliers, caterers, etc.
- Experience working with Raiser's Edge, as well as core Microsoft Office products (Word, Excel, PowerPoint, Outlook)
- CFRE designation considered an asset

### **Compensation**

The Pan Am Clinic Foundation offers a competitive salary and benefit structure, along with ancillary benefits for this role including cell phone and available parking. We also offer a flexible work format to accommodate staff needs during the current COVID environment. The salary range for the Development Officer position is \$55,000 - \$63,000 per year.

**To apply for this position, please email your resume and cover letter (including salary expectations) to [pacfoundationhr@gmail.com](mailto:pacfoundationhr@gmail.com) no later than Friday, October 29<sup>th</sup>.** This position is subject to a Criminal Record Check and Adult Abuse Registry Check.