

We are hiring a Fund Development Officer!

The Reh-Fit Centre is a leading not-for-profit medical fitness organization dedicated to enhancing the health and well-being of our members and community through innovative, evidence-based assessment, education, and exercise programs. As Canada's first certified medical fitness facility, Reh-Fit is a national leader in prevention, rehabilitation, and chronic disease management. Both the Reh-Fit Centre and the Reh-Fit Foundation are accredited by Imagine Canada, reflecting our commitment to excellence, accountability, and community impact.

The opportunity:

Reporting to the CEO, the Fund Development Officer is responsible for leading and advancing fundraising initiatives for the Reh-Fit. This full-time role develops, executes, and evaluates comprehensive fund development strategies including donor stewardship and recognition programs, sponsorship development, grant writing, and fundraising communications and marketing. This position also provides support to the Reh-Fit Foundation Board and Committee volunteers. As a key Reh-Fit ambassador, the Fund Development Officer upholds Reh-Fit's mission and values, demonstrating professionalism, strong relationship-building skills, and a commitment to helping individuals live healthier lives.

Key responsibilities:

- Leads the overall fund development growth strategy, designing and executing comprehensive fundraising plans while maintaining active, hands-on engagement in donor cultivation, sponsorship, and fundraising initiatives.
- Proactively identifies, engages, and meets with prospective donors, building and stewarding meaningful, long-term relationships.
- Develops compelling donor communications and fundraising materials in collaboration with internal teams and external partners, supporting annual giving, planned giving, direct mail campaigns, and donor events.
- Researches, prepares, and submits high-quality grant proposals and funding applications.
- Ensures donors receive timely, professional, and impact-driven reporting that demonstrates the value and outcomes of their philanthropic support.
- Oversees and coordinates all fundraising activities and events, including recruitment and coordination of volunteers, to ensure strategic alignment and revenue growth.
- Ensures compliance with Imagine Canada standards and fundraising best practices.

The ideal candidate will possess:

- An undergraduate degree in a related field or an equivalent combination of education and relevant experience, along with formal fund development training.
- Three to five years of progressive fundraising experience with demonstrated success in donor cultivation, stewardship, and prospect development.
- Proven ability to design and implement strategic, results-driven fundraising programs.
- Strong research, writing, and strategic planning skills, including successful grant development.
- Proficiency with donor databases and fundraising systems, using data to inform strategy and drive results.
- Experience managing fundraising budgets and achieving revenue targets.
- Excellent organizational, communication, relationship-building, and event planning skills, with experience supporting volunteer boards and committees.
- The ability to manage competing priorities, meet deadlines in a dynamic environment, and work occasional evenings and weekends as required.

What we offer:

- Competitive salary based on knowledge, skills, and experience.
- Comprehensive Health, Dental, Vision, and Employee Assistance Plans.
- Group Registered Retirement Plan with employer matching contribution.
- Paid sick leave and long-term disability plan.
- Free designated parking with electrical plugs.
- Full use of facilities at no cost and family membership discounts.
- Supportive and wellness-focused staff amenities.

How to apply:

If you are interested in learning more about this exciting opportunity, please forward your resume, cover letter, and salary expectations to hr@reh-fit.com.

*We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.
Telephone screening of qualified candidates will be scheduled as resumes are received.*

