



### **Development Officer:**

This position is responsible for executing fundraising activities to generate revenue and strengthen donor engagement at the Friendship Inn. Reporting to the Director of Development and Engagement, this role plays a key part in achieving annual fundraising targets through campaign coordination, donor stewardship, and grant management. The position is suited to a highly organized, action-oriented fundraiser who thrives on implementation, manages multiple priorities effectively, and contributes directly to revenue growth through strong relationship-building and attention to detail.

**Salary Range:** \$67,000 - \$80,000

### **Key Responsibilities**

- Support the successful execution of the annual Fund Development Plan by coordinating fundraising campaigns and ongoing revenue generation initiatives including logistics, timelines, deliverables, donor communications and reporting
- Assist in identifying and qualifying prospective supporters (individuals, corporations, community partners and sponsors) through research
- Build and maintain strong relationships with funders and partners, with an eye to growing revenue and encouraging repeat giving through effective communication, impact updates and stewardship materials
- Track fundraising performance against established targets and contribute to reporting on outcomes to support decision-making
- Research grant opportunities and prepare applications, ensuring clarity, accuracy, and alignment with funder requirements, as well as timely submission of all reporting and documentation
- Ensure timely receipting and acknowledgement of donations
- Maintain and update donor records in CRM system, ensuring accuracy and completeness

### **Core Competencies and Personal Attributes:**

- Strong organizational and project management skills with high attention to detail

- Advanced written and verbal communication skills
- Proven ability to manage multiple priorities and meet competing deadlines
- Demonstrates ethical decision-making, and handles sensitive information with discretion and confidentiality
- Strong relationship-building skills with a donor-centric mindset
- Proficiency in data management and comfort working with donor databases/CRM systems
- Demonstrated ability to collaborate, take direction and contribute to team success

**Qualifications, Experience and Education:**

- 2–4 years of experience with demonstrated success in fundraising, grant writing, reporting and donor relations
- Experience with donor databases/CRM systems
- Post-secondary education (business, communications, nonprofit management) or an equivalent combination of related education and experience
- Experience in a nonprofit or community-based organization is preferred

**Other considerations:**

- Hours of work are Monday to Friday, 7 am – 3 pm, with flexibility
- Current Driver's License
- Satisfactory Criminal Record Check

To apply, please submit your cover letter, resume and references to [laurah@friendshipinn.ca](mailto:laurah@friendshipinn.ca) by 3 pm, July 20th.