



POSITION: Development Officer

Organization Overview: Hospice Kingston is a not-for-profit organization that arranges and provides community hospice care services in Kingston and surrounding area to people with a life-limiting illness and their families and caregivers at no cost. Working closely with healthcare professionals and trained volunteers to provide supportive care in client's homes, hospitals, long-term-care homes, retirement homes and palliative care units, Hospice Kingston delivers a wide range of supportive programs. Care includes physical, psychosocial, spiritual and practical support so that clients and their loved ones can live on their own terms. Hospice Kingston is realizing its long-term vision of building a 10-bed Hospice Residence & Palliative Care Centre for our community.

Position Overview: Reporting to the Manager of Resource Development and Communications, the Development Officer is responsible for establishing a successful, comprehensive fund development program for Hospice Kingston. The successful candidate will maintain existing and build new strong, donor relationships with individuals, current and prospective donors, businesses, foundations, and other sources through effective communications, fundraising and stewardship strategies with the overall goal to inspire donors into sustained giving through shared values and goals.

Duties and Responsibilities:

- Identify, cultivate, and solicit philanthropic support by developing and maintaining relationships with prospective donors;
- Maintain relationships with individual donors through the planning and implementation of an efficient, effective, and customer-evaluated stewardship program;
- Manage, implement and evaluate fundraising activities, special projects and third part initiatives to ensure revenue goals are achieved;
- Assist in the development of cultivation, solicitation and stewardship strategies for major gifts. This will involve researching, writing and preparing fundraising materials including cases for support, proposals, briefing notes, reports and other correspondence;
- Build relationships with community stakeholders to advance the mission and fundraising objectives;
- Research, implement and monitor a grant proposal plan targeting foundations, corporations and other funding bodies as deemed appropriate to the organizations mission and priority areas;
- Assist with the communications and marketing strategies, media releases, etc.;

- Participate in organizational and departmental strategic and operational planning;
- Support the mission and values of Hospice Kingston and ensures policies and procedures and all applicable legislation are adhered to;

Qualifications and Skills:

- University degree or college diploma (Business, Fundraising, Marketing) required; CFRE preferred
- Fundraising/sales professional with minimum five years of experience across a range of portfolios with experience in a not-for-profit organization or equivalent combined sales/work experience and education;
- Fundraiser or sales professional with a proven track record of successful relationship development and management; adept at meeting or exceeding revenue targets;
- Compelling communicator, with excellent interpersonal skills, applying excellent written and oral communication
- Innovative, persistent, resilient, and passionate thinker able to go the extra mile to achieve the highest possible results;
- Experience communicating with and influencing and engaging partners, prospects and donors;
- Demonstrated success in event development, planning and implementation;
- Experience in developing, inspiring, and working with volunteers;
- Demonstrated experience creating and implementing innovative ideas to meet funding targets;
- Able to create budgets and create projections for future planning needs;
- Leadership experience and strong team player;
- Possesses a genuine sensitivity and commitment to the clients being served
- Ability to work under time pressures and meet deadlines;
- Proficiency in MS Office software, Publisher, SharePoint, social media tools, donor and event management databases.

Other Requirements:

- Successful candidate must have a valid driver's license and own vehicle as travel is required;
- Must be able to work occasional evenings and weekends to meet organizational objectives;
- The successful candidate must complete a Criminal Records check with the Vulnerable Sector prior to commencing employment at Hospice Kingston

Interested applicants are invited to submit a resume and cover letter (including compensation expectations) in confidence by **September 28, 2020** to Donna Dwyre, Manager, Resource Development & Communications, Hospice Kingston at Donna.Dwyre@HospiceKingston.ca. To learn more about Hospice Kingston please visit our web site at www.hospicekingston.ca.