

Position Title:	Development Officer
Reports To:	Executive Director
Deadline:	February 8 th , 2019
Website:	www.youvillecentre.org
Apply To:	director@youvillecentre.org

Position Overview

Youville Centre is looking for a deeply motivated and skilled fundraising professional with demonstrated ability to function effectively as a team player and builder in a highly dynamic environment. The Development Officer will be responsible for leading the coordination, implementation and evaluation of an inspiring fundraising strategy, identifying and recommending new funding sources, and building long-term relationships with donors and community members. The Development Officer will work in collaboration with the Executive Director, Finance Manager, Board of Directors, and the Development Committee, and reports directly to the Executive Director.

Duties and Responsibilities

- Responsible for coordinating and implementing a comprehensive fundraising plan
- Develops and implements strategies for identifying, cultivating, soliciting and stewarding donors and prospects, including recommending strategies to increase long-term supporter value
- Develops and maintains accurate donor records
- Manages fundraising revenue and expense budgets
- Conducts prospect research and analysis, generates proposals, fundraising materials, reports and other related communications
- Identifies, cultivates and solicits individuals, corporations and foundations, including major gifts of \$10,000+
- Ensures appropriate donor recognition, acknowledgement, and stewardship
- Writes and reports on grants, working closely with the Executive Director, Finance Manager, and program staff as required
- Oversees all legacy giving and responds to requests for information from donors and various community sources
- Plans, coordinates and executes fundraising events and cultivates and stewards attendees
- Maintains ongoing communication with local media, politicians, community leaders, and agency partners: e.g., United Way Ottawa, Volunteer Ottawa, etc.
- Speaks publicly at in-house and community events, including the United Way Ottawa Community Campaign launch
- Attends community and fundraising events in the non-profit sector (including evenings and weekends, as needed)
- Represents Youville Centre on television, radio, and in print media
- Represents the Executive Director at events, or in the media, as required
- Cultivates and maintains relationships with Youville Centre alumnae
- Keeps apprised of current fundraising trends, legislation and best practices
- Serves as a member of the Board's Development Committee
- Other related tasks as assigned

Qualifications and Experience

- Demonstrated track record of cultivating and soliciting gifts, preferably with focus on major gifts
- Demonstrated experience building a donor pipeline and determining appropriate strategies including timing, giving interests and gift amount
- Thorough knowledge of and experience in developing relationships with people from all walks of life
- Self-directed, motivated, and strategic thinker with an action-oriented mindset
- Superior writing and editing skills, including demonstrated ability to craft persuasive proposals, compelling stories, business correspondence, and donor acknowledgements
- Demonstrated oral and presentation ability (bilingual would be an asset)
- Detail oriented with superior time management skills and ability to meet deadlines
- Resilient but empathetic, compassionate, ethical and diplomatic
- Legacy Giving experience and general knowledge of giving vehicles such as bequests, donor advised funds, life insurance, gifts of stock, etc.
- Experience with event planning and media relations
- Proficiency with Microsoft Office, Word Press, database management, social media platforms, and a demonstrated ability to learn new software applications efficiently
- Ability to work occasional evenings and weekends
- Adept at conflict resolution and problem solving
- Knowledge of the non-profit and/or social service sector in Ottawa
- Post-secondary education in fundraising and/ or minimum 3 years in non-profit sector, preferably in marketing or development role
- Sound understanding of fundraising principles (CFRE designation is an asset)
- Valid driver's license and vehicle is required for local travel

Salary Range: \$45,000 to \$55,000

Deadline: Please email your resume and cover letter to director@youvillecentre.org by Friday, February 8, 2019.