**Hospice of Elgin**

**Development Officer**

**Posted On:** May 30, 2025

**Closing On:** June 30, 2025

**Location:** St Thomas, Ontario

**Effective:** As soon as possible

**Employment Type:** fulltime

**Level:** beginner

**Salary Range:** $60,000 - $65,000

**Website:** [https://www.elginhospice.com/](https://atpscan.global.hornetsecurity.com?d=K7QfWjcSBLg43Gi9a8Z9AXTuBNMiSvBbUWWDb2eVDAo&f=iwPRe9iLTuSt_vRlUXcUVVs53lnXtkKbkA2ktMYwfRwH7uzV35Zox0gypYJxbb_C&i=&k=bLji&m=Sh09FkwoIbF3FPwVwkmPY-F-No__5ssq9wUQ7yZ2rwud2kis34TLr_oTyETi1irPJFRPxTT6QxX9LEFzmU7Rae5xWayrvMSwyVkcrdxxBAJtxAyHTnRRTA4BnnoDxiJG&n=X6DzlSryqkg-5fmalrNIoq8eDwHtqF3CyPLQbIoThIHTlPT4KKH6MjDJkjscgnuNivCXkHrkMRoDeXie_VNQKBLQ9qAJtFwQK-_1qnH3q30&r=V5cJf1LBl8iMDoxkhJCb8ajMhSgS1iQ8XsivivQlN8auLHxV_sM6TLyryNey2RHY&s=38158ea17f620f89cc50984da23020502698964c6c571699b84b1d995dea4864&u=https%3A%2F%2Fwww.elginhospice.com%2F)

**Role:** Development Officer

**Start Date:** As Soon As Possible.

**Reporting to:** Manager of Fund Development

Opening its doors in the summer of 2025, Hospice of Elgin is redefining end-of-life care for individuals and families in Elgin County. Our ‘cottage-like’ facility will have the honour of caring for individuals and their families by providing expert care at end-of-life.  
Hospice of Elgin will provide wrap-around care to individuals by addressing pain & and symptoms, while also supporting the psycho-social, spiritual and practical needs of the individual. At Hospice, we are committed to supporting exceptional care at the end of life.

Join Us! Come be a part of the exciting journey.  
[www.elginhospice.com](http://atpscan.global.hornetsecurity.com?d=A6mXsC9Qu20PilrVqjnN7WKjYTIZ2sr3Wy_mVCPLzWI&f=Ndv9TJb-BAHErmtKcEvg_hHba7RAm9MedJP9B1w5ThN5PGEN6uMfAMZwpdBBdhJC&i=&k=yDTD&m=bavn7FpIurJf2f7ihXvbTUNgUOpUxrZvRAMzLBJR7j3V1fV1VeBdRgdZ2J7qukriVed6tCh4O1r4yaSL4_5H69XKPhLrcXguj2n7kZS9l5iwLHDvSoeT0ECZKrGdDV5q&n=nDwCdlRBrr78WAylDcbdcNSe7Bnz5K1dNwWWYcCxcgrvGlzMPoQYjW4ZgM9gp9b_3m5lU-nkUXQifJoAyGpCZqZQLUogY-UtiYjFmfL6t7s&r=Xb3eaQfSvEIstAp68uLFfuw5q3pMlEe81SwZq05Q_PEgh5eYU3XJD_n91EylmKNe&s=23714254ea4e0f8699f1ca6e4f213fdaa4a8adffc25eefe46335029e82341965&u=www.elginhospice.com)

**Position Summary**

With the direction of the Manager of Fund Development, the Development Officer works closely with the Community Engagement & Development team and Volunteer Event Committees.

This position is responsible for the logistics, planning and financial management of Hospice’s events portfolio, including community-based and signature events. They are responsible for event planning, production and implementation, volunteer management and development of new event opportunities.

The Development Officer will have the responsibility of implementing the Mid-Level Giving Program. The key function of this position is to engage and inspire giving ($500-$5,000) through identified strategies in the annual business plan. This includes Individuals, Foundations, Employee Giving Programs (ECCO), family, and staff campaigns.

Inherent in the job is the flexibility to work overtime during evenings and weekends when necessary.

**Key accountabilities of the Development Officer include, but are not limited to…**

Signature and Community Events

* Together with the Manager, is responsible for the overall strategic direction of the events portfolio and executes on multi-year deliverables.
* Responsible for the planning, budgeting, implementation and success of Hospice’s annual signature events.
* Develops, implements and leads the community event strategy to grow the community event portfolio.
* Provides lead day-of-event support and works with committee volunteers to successfully execute events for Hospice.

Mid-Level Giving

* In collaboration with the Manager of Fund Development, develops strategies and conducts personal visits/contacts to qualify, cultivate, solicit and steward mid-level donors at Hospice of Elgin ($500-$5,000), with a focus on Individuals, Foundations, Employee Giving (ECCO) groups including staff and family campaigns.
* Provides monthly updates to the Manager of key activity, maintains donor database (Donor Perfect) with timely and accurate notes to reflect progress of proposals and ongoing strategies.
* The Development Officer is a collaborative team player who embraces the Noble Purpose of Hospice of Elgin and models the organization’s values of mutual support and trust, integrity and truthfulness, intentional action and impact, compassionate connection and quality presence supported by being authentic and accountable to themselves and the team.

**Qualifications and Skills:**

* Minimum 3-5 years paid development experience with a successful track record in developing & executing revenue-generating events and donations.
* Post-secondary degree in a related field or equivalent experience
* Proven track record of leveraging opportunities and leading & motivating volunteers to increase revenue for existing events and drive revenue for new events.
* Comprehensive understanding of budgeting and accounting principles.
* Demonstrated ability to work effectively with staff, volunteers and external stakeholders.
* Demonstrated ability to provide superior customer service and apply sound judgment when dealing with donors and volunteers.
* Detail-oriented with a strong creative bent.
* Strong management skills with team player orientation.
* Excellent verbal/written communication skills.
* Demonstrated ability to manage multiple tasks effectively and efficiently, superior organizational skills and strict attention to detail, and ability to work under a deadline.
* Strong technological skills – Microsoft Office, and a solid knowledge of database management.
* Go-to-it personality with a positive outlook and high energy.\
* Flexible schedule to meet the demands of the position.
* Demonstrated ability to manage time, tasks, and priorities effectively in a dynamic environment.
* Builds positive relationships with diverse individuals and responds empathetically in challenging situations.
* Applies logical analysis and informed judgment to solve problems and make effective decisions.
* Proactively addresses and resolves conflicts with professionalism, promoting a respectful and collaborative workplace.

**Additional Requirements**

* Proof of vaccinations may be required.
* Satisfactory Vulnerable Police Check
* Driver’s License and reliable access to a vehicle.

**Compensation**

$60,000 – $65,000/year

**Equal Opportunity Employer Statement**

Hospice of Elgin is an equal opportunity employer. We are committed to fostering an inclusive and accessible environment where all individuals are treated with respect and dignity. We welcome and encourage applications from people of all backgrounds, including but not limited to women, Indigenous peoples, people with disabilities, members of visible minorities, and those of diverse sexual orientations and gender identities.

**Application Acknowledgment**  
We thank all applicants for their interest in joining our team. Only those selected for an interview will be contacted.