

## About Windmill Microlending

Windmill supports immigrants, including refugees, who arrive in Canada with professional skills but who lack Canadian accreditation. Lacking the financial resources to pay for their training and licensing, they often fall into low paying “survival” jobs to make ends meet. Without income, collateral or credit history, it is difficult, if not impossible, for them to access financing and reach their professional goals. Windmill addresses this problem by providing micro loans of up to \$10,000 to internationally trained immigrants so they can obtain the Canadian licensing or training they need to work in their field. Since 2005, Windmill has provided \$24 million in loans to 3,800 immigrants across Canada from a wide range of occupations. The impact of a Windmill loan is profound:

- **The income of skilled immigrants is tripled.** With the help of a \$7,000 loan, the average loan doubles or triples the recipient's income.
- **The contributions of skilled immigrants to the Canadian economy multiplies exponentially.** Every \$1 invested in Windmill returns \$15 for the Canadian economy in the first year after a borrower completes their learning plan. Loan recipients increase their tax contribution by four times.
- **Canadians, as a whole, benefit** when immigrants are able to put their skills to work in Canadian communities, particularly where there are skill shortages. 75% of loan recipients have found work in their field, most commonly as medical professionals, engineers or in the financial industry.

Windmill is the only national organization providing micro loans to skilled immigrants.

In the past decade, Windmill has grown from a grassroots organization in Calgary approving seven loans in its first year, to a national organization approving 665 loans in the past year. With over 180,000 skilled professionals entering the country each year, and awareness of the program still low, Windmill's Board and CEO are positioning Windmill to increase its impact exponentially.

## Position Description

Windmill Microlending is seeking an experienced and accomplished individual to serve as a Senior Development Officer to cultivate, solicit and close major gifts and Community Bond investments in support of our cause. With a focus on gifts of \$10,000 +, and Community Bonds of \$50,000 +, the Senior Development Officer will be responsible for a portfolio of prospective supporters, and securing their financial support. This full-time position is based out of either our Toronto or Calgary office and reports to the National Director, Development, working closely with the CEO and the development team. The Senior Development Officer will play an important role in supporting significant growth and organizational change at Windmill, where the environment is fast-paced and entrepreneurial.

The Senior Development Officer role will have the following responsibilities:

### Identifying new prospects

By maintaining and growing a strong network in the community, the Senior Development Officer will populate their portfolio in part with prospects they identify and qualify as potential supporters.

**Cultivating support**

The Senior Development Officer will strategically engage with prospective supporters to gain insights into their values, interests and priorities with an eye to making the right ask, for the right project, at the right time.

**Making proposals and closing gifts and investments**

The Senior Development Officer will use their excellent communication and writing skills to write and deliver proposals and presentations to prospective supporters and investors, and will work to close gifts and investments in support of Windmill's mission.

**Working with senior volunteers**

The Senior Development Officer will be skilled at encouraging Windmill's senior volunteers to participate in the cultivation, solicitation and stewardship process and will work to ensure our volunteers are set up for success.

**Representing Windmill**

The Senior Development Officer will be a public-facing ambassador for Windmill, and will represent the organization and its mission with empathy, passion and professionalism.

**Reporting, measurement and information management**

The Senior Development Officer will ensure that the outcomes of their work with prospects are reported so that value is retained and performance is measured. Using Raiser's Edge, the Senior Development Officer will participate in "moves management" to ensure that opportunities for generating support are maximized.

**Other duties as assigned**

All Windmill team members are collaborative and flexible. Participating in special projects and assisting across departments for the realization of pan-organizational objectives will be a key responsibility for the position.

**Key Competencies and Characteristics**

- Proven track record of cultivating and securing major gifts of \$100,000 or more.
- Familiarity with and commitment to the donor cycle and the processes associated with guiding prospective supporters to give and renew their giving.
- Excellent written and oral communication. Bilingualism in English and French considered an asset.
- Goal oriented self-starter, driven and motivated to meet and exceed targets.
- Flexible and team oriented, taking pride in setting others up for success and meeting new challenges and change with positivity.

**Qualifications and Knowledge:**

- Bachelor's Degree or Equivalent Education/Experience
- Minimum 5 years' experience in major gifts with CFRE certification preferred
- Knowledge of Raiser's Edge software preferred
- Intermediate to advanced MS Office skills (Word, Excel, PowerPoint, SharePoint and Outlook)



**Senior Development Officer  
Toronto or Calgary Office**

**Working Environment:**

- Shared open office space
- Full-time
- Flexibility to work outside of regular business hours due to committee and other meetings, events, emergencies

**Salary:**

- Commensurate with experience. Windmill offers an attractive compensation package.

If you meet the criteria above and are interested in applying for the position, please send your resume to [hr@teamwindmill.org](mailto:hr@teamwindmill.org) (reference: Senior Development Officer). We are actively recruiting for this position, so to ensure you are given due consideration for this opportunity, interested candidates should send their resume, including a cover letter and salary expectation, as soon as possible. The successful candidate will be required to provide a Police Clearance Certificate. We thank all applicants for their interest; however, only those considered for an interview will be contacted directly. No phone calls, please.

Information on Windmill Microlending can be found at <http://www.windmillmicrolending.org>