

## **JOB POSTING**

<b>POSITION:</b>	DEVELOPMENT OFFICER
<b>REPORTING TO:</b>	CEO (INTERIM)
<b>JOB TYPE:</b>	FULL-TIME, PERMANENT
<b>POSTED DATE:</b>	MARCH 26, 2018
<b>APPLICATION DEADLINE:</b>	APRIL 6, 2018
<b>EXPECTED START DATE:</b>	ASAP
<b>LOCATION:</b>	TORONTO

### **ABOUT CHILD DEVELOPMENT INSTITUTE**

Child Development Institute (CDI) is a leading children's mental health agency in the City of Toronto offering a range of services to approximately 3,500 children ages 0-12, youth ages 13-18 and their families each year. Our mission is to promote and support the healthy development of children and to strengthen the families and communities in which they live. We provide four streams of service to families in need: early intervention, family violence, healthy child development and specialized mental health services for children and youth with learning disabilities.

### **POSITION SUMMARY**

Child Development Institute (CDI) is seeking an experienced Development Officer, to join our dynamic FDMC team. The successful candidate should be a dynamic relationship builder with a passion for fundraising. Under the direction of the CEO (Interim), the role of Development Officer would be directly responsible to meet fundraising and donor stewardship goals.

### **DUTIES & RESPONSIBILITIES**

- Create, implement and monitor an Annual Fundraising Plan aligned to budget and strategic objectives.
- Research and prepare proposals for individual, corporate and foundation prospects and current donors.
- Has primary responsibility for donor database software to accurately enter and update donor information, process donations, prepare tax receipts and thank you letters, and prepare donor and campaign reports as needed.
- Assist with the organization of fundraising special events including preparing acknowledgement letters and receipts, assisting with production of promotional materials, supporting ticket sales, providing on-site support and other related tasks.
- Create stewardship reports, prepare cover letters for customization, track and facilitate all stewardship activities.
- Maintain up to date knowledge of charitable sector trends and legislation.
- Work with other staff on preparing donor communications such as newsletters, e-mails, donor reports, website content, etc.
- Work with Marketing Coordinator to develop new strategies for new fundraising events and public relations events.
- Attend events as needed to make sure things run smoothly and to trouble-shoot as problems arise.

- Ensure that CDI and partnership events maximize opportunities for increasing the profile of CDI and for developing sponsorship/marketing partnerships.
- Research and Identify potential sponsors.
- Develop and write sponsorship packages and proposals.
- Coordinate the delivery of sponsorship materials and follow-up activities.
- Maintain relationships with past, present and future sponsors.
- Foster relationships with corporations/companies by attending specific functions and providing information about the campus and opportunities for involvement.
- Coordinate event promotion. Develop event mailing lists and coordinate invitations, e-alerts and other updates to relevant segments. Integrate several mailing lists to customize for special events. Plan & execute media strategies for each event.
- Organize and keep inventory of promotional items, images, printed material, ads, displays and other event marketing materials.
- Assist with set up of promotional events as requested including trade show booths and other displays.
- Provide support to the Child Development Institute Foundation Board Meetings including preparing agendas and taking meeting minutes.
- Prepare briefing notes for Executive Director, Director, Fundraising, Marketing & Communications and Volunteer solicitors.
- Develop scripts for master of ceremonies, senior management and Board members as required.
- Manage and facilitate the work of event volunteers. Develop volunteer job descriptions; coordinate recruitment (including on-line sign-up), orientation, evaluation and recognition. Establish and maintain appropriate volunteer networks; refresh and expand contact lists; use social networking tools to maintain levels of engagement between events.

#### **MINIMUM QUALIFICATIONS AND SKILLS**

- Post-secondary degree or equivalent experience.
- CFRE designation is preferred.
- Minimum three (3) to five (5) years professional experience working in a fundraising capacity in a not-for-profit organization or charitable foundation.
- A strong track record in securing gifts from and establishing partnerships with individual, corporate and foundation donors.
- Proven ability to build rapport and establish relationships with all agency stakeholders.
- Demonstrated initiative and ability to organize and manage multiple projects, set priorities and meet deadlines.
- Superior verbal and written communication and interpersonal skills.
- Evidence of accuracy, attention to detail and ability to meet deadlines.
- Demonstrated initiative.
- Results/outcomes oriented; motivated by results and knows how to establish clear objectives and monitor and measure progress.
- Experience with e-solicitations and social media applications.
- Must be proficient in Microsoft Office Suite (Word, Excel, Powerpoint etc...),
- Experience with Raiser's Edge (donor database software) and design software such as Quark and Adobe Acrobat is preferred.
- Ability to function independently and as a member of a team.
- Strong communication, collaboration and team building skills.
- Demonstrated ability to work in a respectful and aware manner with groups from diverse background and experiences.

**COMPENSATION:** Salary is under review and is subject to skills, abilities and qualifications.

**APPLICATION INSTRUCTIONS:**

Please submit your chronological resume via e-mail to:

Child Development Institute  
Human Resources  
E-mail: [careers@childdevelop.ca](mailto:careers@childdevelop.ca)

*Thank you in advance for your interest. However, due to the volume of resumes received, only those candidates selected for interviews will be contacted.*

*Child Development Institute is an Equal Opportunity Employer. We value inclusivity & diversity in the workplace. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Ontario Human Rights Code (OHRC). Child Development Institute will provide accommodations throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please notify Human Resources of the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.*

*All applicants are advised that offers of employment are contingent upon the successful completion of a police records check.*