



## **DEVELOPMENT OFFICER**

**Position Title:** Development Officer

**Position Type:** Permanent, Full Time

**Location:** Home Office/5657 15<sup>th</sup> Side Road, Milton, Ontario

**Reports To:** Director of Development

**Available:** Immediately

### **Organizational Profile:**

We envision a world where no child is too complex to receive the love, care, and support they deserve. The Darling Home for Kids provides professional, holistic, high quality, and personalized hospice, respite and residential care for children with medical complexities and their families.

Our Home is a place of joy and tranquility, filled with the smiles and laughter of children engaging in unique and enriching experiences. While children create joyful memories within our walls, their parents can take a break from the stress and isolation of caring for a child with such great needs.

### **The Opportunity:**

Working at The Darling Home for Kids is more than just a job; it is joining a group of dedicated professionals who are devoting their careers to making a difference in the lives of families facing the daily challenges of caring for a child with complex medical needs.

Reporting to the Director of Development, our Development Officer is responsible for contributing to the fundraising efforts of our Development Team, enabling the organization to raise funds in excess of \$3 million required to support our programs, services and capital needs. The position requires someone with fundraising experience, excellent communication skills, who is organized, able to manage multiple competing priorities and projects, and has a desire to help children and families in our community.

This position follows a hybrid work model. The successful candidate will work from both their home office and The Darling Home for Kids, as well as attending events, meetings, cheque presentations and other fundraising activities in the community.

### **Grow With Us:**

Embark on our journey with us in our multimillion dollar capital expansion – newly launched in 2020, The Embrace Campaign will expand our walls and increase our ability to provide care for some of the most vulnerable in our community. With plans to build new bedrooms and revitalize both our clinical and therapeutic spaces, we are excited to build more space for the moments that matter.

### **You Will:**

- Support the Development Team in the implementation of a Strategic Fundraising Plan aligned with the organization's priorities and fiscal budget;
- Maintain a personal pipeline of individual, corporate and foundation donors ranging from \$10k-\$50k to contribute to individual and overall revenue targets;

- Support senior leadership in the cultivation, solicitation and stewardship of major gift and transformational donors at the five to seven-figure level;
- Develop, implement and nurture campaign and monthly giving programs to grow donor community;
- Maintain oversight of stewardship policies and procedures;
- Implement comprehensive and innovative strategies for effective donor relations and stewardship practices for donor retention;
- Increase the number of and quality of donor prospects through meaningful cultivation and stewardship activities, including visits, tours, and events;
- Working with the Marketing and Communications Officer, develop compelling donor impact reports, and other donor-facing communications;
- Develop and lead the strategy for usage of our CRM database in order to maximize opportunities;
- Represent the organization at community events and cheque presentations;
- Complete additional tasks and projects as assigned.

**Qualifications:**

- A University Degree or College Diploma in a related field;
- Minimum 3 years' experience in the non profit sector, with an emphasis on fundraising;
- Demonstrated success in securing gifts and/or contributing to overall revenue targets;
- Proficiency with CRM databases and Microsoft Office;
- Superior written and oral communication and presentation skills;
- Ability to excel in a fast-paced environment while managing multiple priorities;
- Flexible schedule is required to accommodate weekend and evening meetings and events;
- Unlimited access to a reliable vehicle and valid Driver's License;
- Satisfactory Criminal Record Check with vulnerable sector screening.

**Total Compensation Package:**

- Salary range of \$52,000-\$70,000, commensurate with experience and qualifications, and based on annual revenue targets;
- Comprehensive benefits package with employer contribution (health, dental, vision, disability and professional services);
- RRSP employer matching program;
- Professional development opportunities;
- Flexible work arrangements;
- Free parking on site.

To Apply: Email your resume and cover letter to [careers@darlinghomeforkids.ca](mailto:careers@darlinghomeforkids.ca).

At The Darling Home for Kids, we pride ourselves on being an inclusive organization that values diversity. We are committed to providing a safe and respectful workplace culture and welcome interest from all qualified applicants. As an equal opportunity employer, we will accommodate applicants with disabilities in the recruitment process.

We thank all applicants for applying, and regret that only those selected for an interview will be contacted.