

Discovery House Family Violence Prevention Society

Position Description

POSITION TITLE: Fund Development Officer | Permanent Full-time

REPORTS TO: Director of Philanthropic Partnerships

POSTING DATE: August 31, 2018

Discovery House is a trusted, dynamic Calgary organization devoted to the safety and well-being of women with children leaving domestic violence. We offer stability, hope and opportunity through long-term residential and individualized community support which result in healthier families and stronger communities.

COMMON PURPOSE

All employees have a responsibility to carry out the vision, mission, and values of Discovery House while adhering to all agency policies and procedures. Paramount to this responsibility is demonstrating a 'client-focused' approach to all aspects of Discovery House operations and a willingness to cooperate with all Discovery House staff and volunteers in translating these emphases into the planning and delivery of all programs and services.

POSITION OVERVIEW

The Fund Development Officer reports to the Director of Philanthropic Partnerships and will work collaboratively with the Director and their team to successfully achieve the financial targets of the department. He/she will assist in planning and implementing the organization's fund development strategy. This includes researching and identifying prospects, cultivating relationships with key donors and coordinating solicitations and giving campaigns. In addition, this position is responsible for ensuring the integrity of the donor database, identifying and applying for grants, and supporting the executing of fundraising activities and events.

PRIMARY DUTIES AND RESPONSIBILITIES

- Identify, cultivate, solicit and steward a portfolio of donors and prospects, including individuals, corporations, foundations, community groups and granting organizations/agencies
- Work with the Director of Philanthropic Partnerships and Senior Communications Advisor to develop and execute strategic fund development and donor acquisition campaigns
- Assist in the preparation of proposals, presentations and other communication materials to support the stewardship of current and prospective donors
- Prepare "Reports to Donors" as required by funders and as per Discovery Houses acknowledgment procedures to demonstrate accountability and support stewardship goals
- Maintain a list of granting organizations, their funding focuses and deadlines and apply for those that support our funding objectives
- Uphold the integrity of the donor database by ensuring user compliance with the system's data entry processes and procedures
- Prepare progress reports for senior leadership and the Board
- Support the planning and execution of internal fundraising, and donor stewardship events and activities

QUALIFICATIONS

Education and Experience

- Post-secondary degree with preference given to communications, public relations, marketing and non-profit studies (or equivalent experience)
- 5 or more years of relevant professional experience
- Highly knowledgeable of fundraising principles, methods, practices and techniques

Skills

- Superior interpersonal skills and the ability work with all types of stakeholders
- Proficient with fundraising software with priority given to DonorPerfect and Raisers Edge
- Excellent written and public speaking skills
- Excellent organizational and time management skills
- Self-directed and collaborative
- Able to work under pressure and adapt to changing priorities

Required

- Valid driver's license and reliable vehicle – travel will be involved

If you think we'll be a great fit, please send your resume to careers@discoveryhouse.ca using "Fund Development Officer" in the subject field and we'll be in touch.