

Development Officer, Community Giving

Job Description

Reporting directly to the President and CEO, the Development Officer, Community Giving is responsible for ensuring success in the Niagara Health Foundation's Community Giving Program. The Development Officer is responsible for advancing the mission of Niagara Health Foundation by fostering relationships with friends and donors, and generating philanthropic support from individuals, corporations and foundations by managing a portfolio of donors and prospects. This position requires in-office attendance.

Roles and Responsibilities

General Responsibilities

- Develops all types of events for publicity, fundraising and information purposes;
- Develops communication strategies;
- Evaluates communication strategies and programs;
- Implements communication strategies and programs;
- Publicizes activities, workshops, meetings and other events for fundraising or information purposes;
- Performs administration tasks;
- Plans development projects;
- Assists in the preparation of brochures, reports, newsletters and other material;
- Prepares and/or delivers educational, publicity and information programs, materials and sessions;
- Designs market research questionnaires;
- Prepares funding applications; and
- Develop marketing strategies

Qualifications and Experience

- University degree or Collee diploma in business or equivalent fundraising experience;
- Minimum three to five years of extensive relationship building experience in a fundraising environment;
- Strong knowledge of Raiser's Edge;
- General knowledge of Windows and Microsoft Office, and Internet proficiency;

Phone: 905-323-FUND (3863) | foundation@niagarahealth.on.ca | www.NiagaraHealthFoundation.com

Welland (Head) Office:
65 Third St.
Welland, ON
L3B 4W6

Niagara Falls Office:
5546 Portage Rd.
Niagara Falls, ON
L2E 6X2

St. Catharines Office:
1200 Fourth Ave.
St. Catharines, ON
L2S 0A9

Port Colborne Office:
260 Sugarloaf St.
Port Colborne, ON
L3K 2N7

- Excellent communication and relationship building skills with an ability to prioritize, negotiate and work with a variety of internal and external stakeholders;
- Superior organization and time management skills;
- Excellent writing, research and presentation skills;
- Demonstrated analytical skills;
- Strong attention to detail; and
- Knowledge of CRA guidelines and official tax receipting process.

Remuneration

The compensation package for this role includes base salary, comprehensive health insurance (medical, dental and vision), life insurance and disability coverage, defined benefit pension plan, paid vacation time, wellness programs, employee assistance program and professional development opportunities.

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