



CAREER OPPORTUNITY – DEVELOPMENT OFFICER

Job Posting: 2020-21
Full Time - Regular

Guided by Catholic values and teachings, we serve children and youth within the Hamilton community by protecting their safety and well-being, strengthening their families and nurturing lifelong relationships.

Qualifications:

- Diploma or degree in marketing, communication, public relations or business.
- Strong event management experience, particularly in organizing events.
- Strong community connections.
- Strong communication skills both verbal and written.
- Efficient, consistent team player.
- 3+ years of experience in coordinating or managing events.
- 3+ years of fundraising experience considered an asset.
- Marketing and promotional skills.
- Out-of-the-box thinker.
- Innovative problem solving skills.
- Excellent time management skills, and ability to meet deadlines.
- Demonstrated decision making, judgment with the ability to respond to competing priorities.
- Experience in the development and execution of fundraising special events.
- General knowledge of fundraising methods and activities.
- Knowledge of community resources related to fundraising.
- Demonstrated ability for taking initiative and assuming responsibility.
- Demonstrated organizational and problem solving skills.
- Demonstrates a commitment to, and work ethic in leadership and role models behaviours that demonstrates the Mission and Vision of the Catholic Children's Aid Society.
- Bilingual French/English is an asset.
- Respectful and compassionate demeanor.
- Knowledge and commitment to anti-oppressive/anti-racist philosophy.
- Computer literate with demonstrated proficiency in Microsoft office and proprietary child welfare systems and programs.
- Able to affirm and integrate in the delivery of services the Society values which reflect the Agency's Catholic faith, heritage, culture and traditions.
- Bondable with acceptable police clearance, and satisfactory provincial records search.
- Valid Ontario Driver's License, acceptable driver's abstract, acceptable vulnerable sector criminal record clearance and satisfactory internal records search. Proof of Third-Party Liability coverage with a limit of not less than \$2,000,000 (two million dollars) and Standard Ontario Accident Benefits coverage.

Duties:

- Maintains all donor and membership files as complete.
- Coordinates all annual fundraising and general activities including but not limited to the Golf Tournament, Serendipity Auction, Volunteer Recognition, Staff Recognition and third-party special events, in conjunction with the Supervisor, Fund Development and Communications.
- Assists in the development of, and maintain a public relations strategy for each event, including radio, television, print media and other community supports.
- Takes an active role in the development and execution of new fundraising and promotional activities which heighten the Society's profile within the community as well as establish new sources of revenues for the work of the Society.
- Organizes committee meetings, including regular progress reports depicting ticket sales, donations and sponsoring solicitation.
- Prepares presentations.
- Provides regular administrative support with regards to ticket sales, donations and sponsorship solicitation.
- Builds in-memoriam giving program
- Writes grant proposals professionally and concisely
- Mails thank-you letters, with tax receipts where applicable (in compliance with Revenue Canada guidelines) to all event attendees, donors, sponsors, and volunteers.
- Ensures community and funder relationships are developed, enhanced and nurtured.
- Works with other members of the Communications and Development team on the development and implementation of the Society's development plan.
- Coordinates work with supervisor, and follows the direction of the supervisor after consultation when required.
- Completes mandatory training and participates in ongoing agency training.
- Demonstrates leadership and a commitment to the principles of anti-oppressive practices and anti-racism based on justice, fairness, equity, respect of the beliefs and traditions of others.
- Complies with agency Health and Safety policies and the Ontario Health and Safety Act, and regulations.
- Committed to the Society's mission and vision.
- Performs other duties as may be assigned.

Reporting to: Supervisor, Fund Development & Communications

Employment Terms & Hours of Work: Full time (35 hrs/week)

Position: Non-union

Starting Date: As soon as possible

Posting Date: October 7, 2020

Closing Date: October 16, 2020

Apply in writing by submitting an updated resume and your current training record to:

liam.kelly@hamiltonccas.on.ca

We are an equal opportunity employer and are committed to building an inclusive process that respects the dignity and independence of people with disabilities.

If you require a disability related accommodation in order to participate in the recruitment process please inform Human Resources.