

Fundraising and Development Officer

The Fundraising and Development Officer is a leadership position that plays a key role in the planning and developing Foundation's goals and strategies, fundraising, and event coordination.

Reporting to the CEO of Copernicus Lodge, this position leads the community engagement strategy and program components to liaise with the Ministry and government agencies, as well as to third party interest groups and health care stakeholders.

Naturally curious and possessing a growth mindset, the Fundraising and Development Officer will be a creative thinker who can recognize and uncover philanthropic opportunities, open doors and deliver results to support the Foundation's ambitious annual fundraising goals. The Officer will be diligent in their approach and leverage their dynamic interpersonal and presentation skills to raise awareness and increase support for the exciting work Copernicus Lodge is doing across the Polish and Roncesvalles communities and surrounding areas. Able to leverage the changes with our dynamic environment, the Officer is results-oriented and persistent in their drive to identify and employ new ideas to cultivate prospects, solicit donors and provide donor-centric stewardship to increase revenue.

The Fundraising and Development Officer provides critical day-to-day operational leadership related to the sustainability of the Lodge through revenue generation that includes fundraising and grant writing, networking, functionality and growth of the Corporation's donor stewardship and leading signature events.

Key Role Duties:

Communications

- Maintains the Donor Database;
- Works collaboratively with the Volunteer Coordinators.

Fundraising and Community & Donor Engagement

- Plans, develops, manages, and evaluates all aspects of fund development;
- Develops and implements fundraising strategies to ensure existing donors are solicited, renewed and stewarded, as well as attracts new donors and philanthropic funding partners;
- Engages board and other volunteers in fundraising and development initiatives;
- Writes and submits, with input from the team, grant applications to increase revenue generation;
- Oversees and manages the fundraising database – Donor Perfect;
- Provides regular and on-going reports to the CEO and for presentation to the board of directors.

Event Management and Stakeholder Relations

- Develops and implements the Foundation's Key events to ensure stakeholder engagement & relationship building;
- Supports the CEO in the preparation for the Foundation Board of Directors Meetings and prepares Board Package;
- Supports the CEO at external meetings where warranted;

Media Relations and Issues Management

- Supports the Corporation with media monitoring and flagging issues for staff, Board and committee members;
- Supports the development and execution of proactive media relations strategies;
- Supports the Corporation in issues management, including liaising with media, members and stakeholders as necessary.

Internal Relations

As a member of the senior team, the Senior Development Officer, Major Gifts works closely with all staff to collectively solve issues, and to identify actions and priorities to successfully achieve the Corporation's strategic goals and operational outcomes.

External Relations

This position directly and frequently liaises with a variety of stakeholders including donors, home staff, residents' families, residents, the general public, Ministry and Ontario Health Team representatives, health care and other stakeholders, in order to advance the strategic goals of the Corporation.

Qualifications:

- University degree in a related discipline preferred;
- Excellent knowledge of major gifts and planned giving fundraising practices and considerations, including moves management, pertinent tax planning considerations and leadership giving experience essential;
- Minimum of 5 years' experience in fundraising or public relations in charitable or not-for-profit organizations;
- Superior written communication, prospect and donor research and proposal writing skills;
- Demonstrated ability to lead and motivate volunteers and donors; previous experience with the senior volunteers and committees is essential;
- Excellent organizational, planning and time management skills, with demonstrated ability to manage multiple tasks and flexibility in meeting shifting demands and priorities;
- An entrepreneurial spirit and ability to think creatively to problem solve;
- Excellent interpersonal and customer service skills to liaise and consult with internal and external individuals and organizations, and promote the cooperation of Corporation members, donors and stakeholders;
- Ability to contribute to strategic-level planning and support solutions-based actions and strategies to increase revenue generation and long-term sustainability and increase stakeholder engagement;
- Strong organizational and time management skills; solid project management capabilities;
- Understanding of the provincial and federal political and health care familiarity;
- Current knowledge of issues and trends in long-term care is considered an asset;

- Polish speaking is a definite asset and/or the ability to communicate and build relationships with stakeholders.

CORE COMPETENCIES

- Reliable, completing high quality work in a timely manner in spite of continuously changing priorities and deadlines;
- Shows initiative and creativity in carrying out tasks without detailed instructions and undertakes additional responsibilities without being asked;
- Critical thinker with strategic problem-solving skills;
- Demonstrates proper judgement and discretion; makes sound decisions;
- Demonstrates teamwork and leadership skills;
- Team player, treating all fellow employees, members and stakeholders with respect, welcoming diverse perspectives and ideas;
- Demonstrates a commitment to continuous learning and improvement.

Successful candidates hired to work within Copernicus Lodge in this role are required to provide the following information as a Condition of employment:

- Vulnerable Sector Check;
- Proof of Covid-19 Full Immunization;
- TB Skin Testing;
- Negative Covid-19 PCR Test within last 7 days.

Please submit your cover letter and resume to Human Resources of Copernicus Lodge via email to resumes@copernicolodge.com .

Only those candidates selected for an interview will be contacted. If you have any accessibility requirements, please advise Human Resources during the recruitment and selection process. We will work with you to best meet your needs as per resources available to us.

Job type: Permanent Full –Time