

Job Posting

#15.06 Development Officer

This full time position is open to all qualified applicants.

Our Place Society (OPS) is an organization with Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcomed. **A team approach is critical to living out our mission and values and to directing our work.**

Summary of Position:

A high energy fundraising “generalist”, the Development Officer is experienced in annual giving/direct mail and special events. Ideally the Development Officer has some major gift fundraising experience. The Development Officer is an integral member of the fund development team and will have involvement in a variety of activities to engage donors, grow fundraising revenue and build existing programs such as Sponsor-a-Breakfast and Monthly Donors. Experience working/liasing with the business community and wide range of stakeholders is key.

The Development Officer will support the Director of Development with a wide range of tasks – helping with planned giving strategy; special events, direct mail, helping proactively identify opportunities, and writing grants and other proposals. The Development Officer will help conduct Prospect Research and support board members/volunteers with donor cultivation. Will be comfortable building relationships with a variety of donors – monthly, corporate, major, etc.

The Development Officer is a confident public speaker and enjoys touring groups and acting as an ambassador for Our Place. The Development Officer enjoys working on multiple tasks, collaborating with colleagues and enjoys working with volunteers.

The Development Officer is part of a dynamic team to raise necessary funds and to support work at Our Place Society.

Duties and Accountabilities:

- Work with the Director of Development to implement strategies to achieve fundraising goals, increase revenues and cultivate, solicit and provide excellent stewardship of donors.
- Help grow existing initiatives and identify new fundraising opportunities.
- Coordinate and support special events.
- Properly enlist volunteers to help with key fundraising initiatives
- Assist with grant proposals and reports.
- Performs other related duties as required.

The ideal Candidate will possess the following qualifications:

Education and Experience:

- Minimum 2 years of experience in not for profit fundraising.
- Post Secondary education in fundraising management or related business discipline, or equivalent education and professional experience.
- Demonstrated success in a fundraising or revenue generating role.
- Experience working with volunteers.
- Project management experience.
- Knowledge of Victoria community a plus.

Skills and Abilities:

- Self-motivated and ambitious with the ability to create and achieve.
- Excellent interpersonal, verbal and written communication skills.
- Values collaboration, maintaining an environment of honesty, openness and energetic exchange.
- Excellent computer skills and proficient in use of Microsoft Office applications; Fund raising software and databases; Internet and web-based fundraising technologies.
- Experience with Raiser's Edge would be an asset.
- Experience in dealing with vulnerable citizens a plus.

Work Environment:

- Some travel required to attend meetings.
- Evening and weekend work as required.

Risk Assessment:

Our Place Society has a responsibility for safeguarding the rights and safety of those it serves and employs. The Society therefore has a legitimate interest in ensuring that employees do not have a criminal record that raises a concern for safety or for the interests of the Society.

The vulnerable nature of the people we serve dictates that we are at the highest level of Risk Assessment. All employees must submit to a criminal record check on hire, and on an ongoing basis, in order to be hired by, or to continue to work for, Our Place.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their experience and qualifications by 4:30 p.m. March 20, 2015 to careers@ourplacesociety.com or to Our Place Society, Attention Marion Hoadley, HR Manager, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote "15.06 Development Officer" in the subject line.