



## **JOB DESCRIPTION FOR DEVELOPMENT OFFICER**

### **REPORTING RELATIONSHIP**

This position is responsible to and reports directly to the Executive Director.

### **FUNCTION**

Under the direction of the Executive Director, the Development Officer is responsible for the planning and implementation of fundraising initiatives and completing grant proposals, for Shelter House Thunder Bay.

### **DUTIES AND RESPONSIBILITY**

#### **A. FUNDRAISING AND DONOR CULTIVATION**

- Enhance organizations image to the community.
- Collaborate with the Executive Director to develop an annual fundraising plan that meets the organizational fiscal needs. Monitor progress against the plan and advise the Executive Director when adjustments to the plan are required.
- Collaborate in the development and implementation of policies, procedures, and guidelines pertaining to fundraising functions.
- Prepare an annual fundraising summary for the Shelter House Annual Report.
- Collect and analyze statistics, maintain records, and process data to determine return on investment.
- Keep current on fundraising strategies through professional development. Look for opportunities to customize/enhance fundraising initiatives.
- Assess local needs, conditions and historical results, and develop/recommend modifications to increase revenues.
- Identify, cultivate, and solicit donor prospects including planned gifting and bequeathments.
- Actively identify new opportunities for relationship building with potential donors.
- Research opportunities for funding through foundations and corporations and prepares grant applications.
- Prepare and distribute personalized written materials, including: reports, presentations, newsletters, cover letters, thank you notes etc.
- Develop and maintain relationships with clients, staff, volunteers, and community partners.
- Provide Executive Director with monthly board report of all Development Officer activities.
- Provide Executive Director with annual budget for any costs related to Development Officer position and/or projects.



#### B. COMMUNICATIONS: MEDIA

- Act as the liaison between Shelter House and local media as directed by the Executive Director.
- Develop written press releases for key events.
- Facilitate press conferences and media advisories when necessary.

#### C. HEALTH AND SAFETY

- Report all health and safety concerns to a representative of the Joint Occupational Health & Safety Committee.
- Take every reasonable precaution to ensure the safety and well-being of staff, volunteers, and clients.

#### D. OTHER DUTIES AS ASSIGNED

#### **QUALIFICATIONS**

- Enthusiastic, creative, passionate, and empathetic.
- Post-secondary education or related experience preferably in fundraising, public relations or office administration.
- Minimum 1 year related work experience and/or a combination of education, experience, and training.
- Knowledge of the non-profit sector, charitable giving, and experience with grant proposal writing.
- Ability to foster community relations.
- Ability to assess, evaluate, and recommend fund development and event opportunities at an organizational level.
- Attention to detail, strong work ethic, and ability to work outside customary business hours.
- Strong interpersonal, organizational, and analytical skills.
- Excellent oral and written communication skills including the ability to prepare correspondence, review professional documents and chair meetings.
- Demonstrated time-management skills. Flexibility with changing multiple priorities and the ability to remain focused to meet targeted timelines.
- Demonstrated ability to work effectively within a team environment.
- Experience with Microsoft Word, Excel, and Power Point and the capability to handle one's own administrative duties.
- Valid driver's license and use of a vehicle.
- Previous experience and / or knowledge of the homeless population is an asset.