

Development Officer, Donor Relations – BC & Yukon

Status: full time contract (One Year)

Location: Burnaby, BC

About Us:

Cystic Fibrosis Canada (CF Canada) is a national charitable not-for-profit corporation established in 1960, and is one of the world's top three charitable organizations committed to finding a cure for cystic fibrosis (CF).

Our vision is a world without cystic fibrosis. We help all people living with cystic fibrosis by raising funds to support world-class research without regard to the researcher's locale. We support high quality individualized CF care in all areas of Canada and we promote public awareness of CF while advocating for access to drugs for all those who need them. CF Canada has invested more than \$244 million in leading research, innovation and care. As a result, Canadians with cystic fibrosis have one of the highest median survival rates in the world. CF Canada dedicates its efforts in four key areas: Healthcare, Research, Advocacy, and the Canadian CF Registry.

For additional information on Cystic Fibrosis Canada and our work to improve the lives of Canadians living with cystic fibrosis, and ultimately to find a cure for this devastating disease, please visit www.cysticfibrosis.ca.

Overview:

As the Development Officer you will be responsible for working with the National Fund Development team to implement and steward a group of donors within the mid-level giving program regionally. You will be responsible for the identification, cultivation, solicitation, and stewardship of mid-level donors (\$250-\$5000 range). In addition, you will be responsible for securing sponsorships for key regional fundraising events. You will work to solicit and steward any sponsorship partnerships that currently exist and identify any new opportunities for growth.

The Development Officer, will also help to identify opportunities for government and foundation grants and help lead the efforts to collect and complete the information required for submissions.

This position will be based out of our regional office in Burnaby, BC.

In this role, you will report directly to the Regional Executive Director – BC & Yukon. In addition, you will work closely with the Director, Major Gifts and Manager, Annual & Planning Giving among other CF Canada staff.

Qualifications:

- Minimum 3-5 years' experience working in the not-for-profit /charitable sector, specifically in the area of development and/or bridge program (such as mid-level) with a proven track record of success;

- Post-secondary education or equivalent experience;
- Strong written and verbal communication skills;
- Experience working with Raiser’s Edge or a similar Customer Relationship Management database;
- Demonstrated ability to synthesize and summarize large quantities of information and problem solve;
- Experience in applying for government and foundation grants;
- Ability to exercise discretion and good judgement, take initiative and work with tight deadlines in a results oriented environment;
- Experience and ability to work with senior level executives with demonstrated ability to build relationships with internal and external key stakeholders, including volunteers;
- Strong organizational and analytical skills;
- Understanding of direct mail/marketing programs;
- Evidence of leadership and initiative, tact, diplomacy, attention to detail and creativity; and
- Valid driver’s license and access to a vehicle.

Responsibilities:

- Create strategic stewardship plans to ensure individuals, corporate and foundation relationships are well positioned to renew and/or upgrade their gifts;
- Collaborate with national teams (Major Gifts and Annual Giving) to develop and implement cultivation, solicitation, and stewardship strategies for current and prospective donors in BC at the mid-level range (\$250-\$5000 gifts);
- Track donors and prospects through moves management using the CRM Database;
- Coordinate meetings with donors or prospects, including scheduling, setting the agenda, and taking meeting minutes;
- Compile research on prospective donors and volunteer leaders in order to qualify leads;
- Solicit and cultivate relationships with existing and new partners, donors and sponsors locally;
- Solicit and secure sponsorship for regional fundraising events;
- Build and maintain strong relationships with national partners and identify revenue generating opportunities within this portfolio;
- Lead all activities regarding grant applications and proposals;
- Work with the revenue processing team to ensure gifts are entered correctly into the database, and the proper recording and extracting of donation information; and
- Other duties as required by the Regional Executive Director, BC & Yukon.

How to Apply:

Please submit your resume and cover letter to hr@cysticfibrosis.ca. Please indicate **“Development Officer, Donor Relations – BC & Yukon”** in your subject line, and include your salary expectations.

While, we wish to acknowledge all applicants, only those selected for an interview will be contacted.

Cystic Fibrosis Canada is committed to making the recruitment process accessible to all candidates. Accommodations for disabilities are available upon request.

For additional information on our values (Excellence, Accountability, Caring & Teamwork), Cystic Fibrosis Canada and the courageous fight being waged against this disease, please visit www.cysticfibrosis.ca.