



## Career Opportunity (FT, Permanent) Development Officer

*Are you passionate about transforming the lives of Canadians living with disabilities and using your fundraising expertise for meaningful impact and transformative change?*

*Does the challenge of exceeding revenue targets and seeking out new sources of funding excite you? If so, look no further for your next career adventure and join the dynamic Revenue Development Team at Lions Foundation of Canada Dog Guides (LFCDG).*

Lions Foundation Canada Dog empowers Canadians living with disabilities to navigate their world with confidence and independence by providing a Dog Guide at no cost and supporting them in their journey together. LFCDG is the only school to train Dog Guides in seven distinct programs and serves 150-200 clients annually while supporting over 1100 active clients across Canada. LFCDG operates out of Oakville, ON, with a breeding and training facility in Breslau, ON, with plans for a new leading-edge facility in late 2024.

### Our Values:

**Integrity**

**Diversity & Inclusion**

**Excellence**

**Empathy**

**Respect**

### The Opportunity:

Reporting to the Director of Resource Development, the Development Officer is part of the Resource Development team and is responsible for raising \$500,000 annually by identifying, cultivating, soliciting, and stewarding mid-level annual gifts.

### Key Duties and Responsibilities:

- Develop and execute a mid-level individual donor-giving strategy aligned with the strategic plan, increasing revenue and donor base
- Work in close collaboration with direct marketing and major-giving colleagues to coordinate the *Moves Management* strategy
- Develop and execute cultivation plans for key donors and prospects
- Establish solicitation priorities for mid-level donors
- Provide excellent donor stewardship and recognition
- Maintain and provide timely reports on donor activity to the Director of Resource Development
- Ensure that requests for information from donors and prospects are addressed quickly, and accurately, and all pertinent information is recorded in Sales Force
- Coordinate timely and accurate donor acknowledgments based on the level of each donation
- Maintain various donor letter and email templates, updating and customizing them as requested and required
- Work closely with the Director of Resource Development on fundraising campaigns and initiatives
- Update opportunities and records in Salesforce
- Develop and monitor annual revenue and expense budget relevant to this role
- Provide monthly variance reports to the Director of Resource Development

- Works closely with fundraising and accounting staff in performing and coordinating work associated with various fundraising functions
- Provides support to other members of the fundraising team as required and requested.

**You will bring to the opportunity:**

- Minimum five years of direct experience soliciting and stewarding individual donors in a, not for profit organization
- Strong organization and analytical skills
- Superb customer and donor relation skills
- Excellent communication skills (including writing, speaking, and presentations)
- Ability to develop and manage a program budget
- Demonstrated ability to meet deadlines and to work in a results-orientated environment
- Ability to work independently and on various tasks simultaneously
- Strong computer skills related to Microsoft Office Suite
- Proficiency in fundraising CRM databases (Salesforce experience preferred)
- Demonstrated ability to create compelling written materials for a variety of audiences

**Job Type:** Full-time, permanent

**Salary:** \$53,966.40 to \$63,489.89

Please send your resume and cover letter explaining your interest and fit for the role by emailing [hr@dogguides.com](mailto:hr@dogguides.com) for consideration by November 25, 2022. Resumes will be kept for six months. Please quote the job title in the subject line.

*Lions Foundation of Canada Dog Guides is committed to employing people from diverse backgrounds, and we actively demonstrate inclusiveness through fair, equitable, and accessible hiring practices. We recognize the strength of different experiences, backgrounds, and perspectives and welcome candidates who identify as visible minorities, Indigenous people, persons with disabilities, and persons within the LGBTQ+ community. We feel it is important as an organization that all people have access and opportunity to be employed, to be valued, and to be respected. Accommodations for job applicants with disabilities will be provided upon request during the recruitment, assessment, selection and placement process. Alternative format available on Request.*

*We also require all candidates to be double vaccinated for COVID-19 coronavirus. Employees are required to administer self-assessments and rapid antigen tests every other day. Tests and masks are provided by the employer.*