

JOB POSITION POSTING

POSITION:	Development Officer
POSITION REPORTS TO:	Manager, Resource Development
HOURS OF WORK:	Full-time Maternity Leave Contract – 1 year
PURPOSE OF POSITION:	Development Officer is responsible for overseeing a variety of fundraising programs, including annual and monthly giving, leadership giving, major gifts, and stewardship
Starting Date:	June 1, 2022
Other:	A police reference check is required by the successful candidate prior to hiring and must show proof that you are fully vaccinated.
Closing Date:	May 24, 2022

ABOUT Yellow Brick House:

Yellow Brick House is a non-profit charitable organization dedicated to providing services to women and children who have experienced violence and abuse. Yellow Brick House provides emergency shelter, transitional housing and supportive counselling to abused women and their children in York Region. Services are provided within a supportive environment that facilitates empowerment to help women and their children rebuild their lives.

Summary of Position:

A key part of the role is understanding the donor pipeline and identifying creative and innovative way to move donors into more committed long-term relationships with the result of increasing revenue and longer-term sustainability for Yellow Brick House.

RESPONSIBILITIES:

- Support the Manager, Fund Development with all funding priorities: annual giving, monthly giving, leadership and major gifts, corporate development, legacy giving, events, and stewardship.

- Build and maintain a portfolio of 100 or more prospects and continually make measurable moves in identifying, researching, cultivating, and soliciting top prospects
- Support developing fundraising and stewardship programs that build lasting relationships with donors.
- Create a strategy and system for moving donors along the donor continuum.
- Actively engage and support annual fundraising events.
- Be responsible for the integrity of the database and help create processes to ensure efficiencies and best practices.
- Contribute to the development of fundraising communication materials – web, newsletters, and marketing pieces.
- And other duties as assigned

QUALIFICATIONS & REQUIRED SKILLS

- University degree / college diploma in relevant field required
- 3 to 5 years of experience as a Development Officer supporting a number of fundraising programs including annual giving, direct mail, leadership giving, corporate giving, events, and stewardship.
- Ability to work independently in a deadline-oriented team environment required and ability to serve as a strong and effective advocate for prospective donors in the community.
- Track record engaging with donors in a variety of mediums – phone, email, letter.
- Very strong communication skills, both written and verbal.
- Possesses strong customer service skills, ability to think outside the box
- Is comfortable picking up the phone and calling a new potential donor both corporate or individual.
- Is comfortable working in a social service organization and can be sensitive and empathetic to the issues of violence against women and children.
- Proficient in MS Office
- Experience with CRM system or Donor Perfect is an asset
- Must be available for occasional evening and weekend meetings
- Access to a vehicle and a valid Ontario driver's license
- All staff are required to be full vaccinated, and provide copy of the vaccination

APPLY BY COVER LETTER AND RESUME TO:

Pamela Deveaux - Manager, Resource Development

Yellow Brick House - 52 West Beaver Creek, Unit 4 Richmond Hill, ON L4B 1L9

pamelad@yellowbrickhouse.org