

**Development Officer (Maternity Leave)
18 MONTH CONTRACT
This role is filling an existing vacancy**

ABOUT YELLOW BRICK HOUSE:

Yellow Brick House is a leading provider of life-saving services to women, families and children who have experienced violence and abuse. We offer emergency shelter, individual, group and child counselling, legal support services, and transitional housing support.

PROFILE:

Reporting to the Manager of Fund Development the Development Officer is responsible for supporting the organization's fundraising initiatives by managing a portfolio of donors and prospects, focusing on annual giving, major gifts, corporate partnerships and grant opportunities. This role involves researching and preparing grant proposals, cultivating donor relationships, and collaborating with internal teams to ensure successful fundraising campaigns. The Development Officer will contribute to community engagement efforts through public speaking presentations and maintaining accurate records of donor and grant activities.

RESPONSIBILITIES:

The major responsibilities of this position include, but are not limited to:

- Collaborate with and support the Manager, Fund Development with all funding priorities: annual giving, monthly giving, leadership and major gifts, corporate development, legacy giving, events, and stewardship.
- Support the Manager, Fund Development to identify funding trends, industry best practices, and internal donor trends to enhance continuous improvement.
- Build and maintain a portfolio of 100 or more prospects and continually make measurable moves in identifying, researching, cultivating, and soliciting top prospects. (monthly calls, relationship building, follow up to networking,
- Networking, public speaking and presentations to generate community awareness and engagement.
- Researching and identifying potential grant opportunities from government agencies, foundations, corporations, and other sources
- Preparing grant proposals clearly articulating the organization's mission, goals, and programs.
- Collaborating with program staff to gather information and data needed for grant applications.
- Submitting grant applications and following up with grant-making organizations as necessary
- Maintain the tracking status of all grant applications, reporting deadlines, and deliverables
- Maintaining accurate records of all grant-related activities
- Preparing regular reports on the status of grant applications and the organization's overall grant activities
- Staying up to date on current grant-making trends and best practices.
- Collaborate with marketing for all communication (newsletters, social media, press releases and general correspondence)
- Other Duties as required.

Documentation, Maintenance, and Administration:

- Back-up to maintain the Donor Perfect database.
- Maintain the Grant Advance Research Portal
- Maintain GiveCloud – peer-to-peer platform for fundraising.

Engagement

- Communicate fully and openly with supervision; keeping supervisor fully informed of relevant client and staff member information, at all times.
- Active positive participation in regular team meetings
- Maintain a positive approach and a professional manner at all times.
- Keeps up-to date on issues relating to gender-based violence and evidence-based practices for intervention as it pertains to woman and children.
- Maintain community awareness of Yellow Brick House programs throughout York Region
- Acts as a Brand Ambassador for the Yellow Brick House
- Participates in internal/external committees as required.
- Attends training sessions as required.
- Works in a team environment; provides support and information to team members and assists other staff when required.
- Fosters and maintains an anti-oppression working environment.

HEALTH AND SAFETY RESPONSIBILITIES:

- Follow the duties and responsibilities specified under the Occupational Health & Safety Act Sections 28.
- Ensure all safety and non-safety rules and regulations are followed.
- Ensure adherence to established safety, quality, and housekeeping standards.
- Attends Environmental Health and Safety training.
- Adhere to Yellow Brick House health and safety, environmental, and quality standards, policies, and procedures.
- Report any known hazard, defect, incident or compliance issue to the employer or supervisor.
- Understand BILL 132, BILL 168 and uphold the policies that prohibit domestic violence, workplace violence, sexual harassment, and harassment in the Workplace.

PERFORMANCE MEASURES:

- Donor Growth & Acquisition
- Donor Retention & Engagement
- Fundraising Target Achievement
- Grant Success Rate & Secured Funding
- Grant and Donor Deliverables
- Data Accuracy & CRM Management
- Community Engagement & Networking

QUALIFICATIONS & SKILLS:

- Diploma in Fundraising, Nonprofit Management, Communications, Public Relations, Business or related field. Bachelor's degree preferred.
- 2-3 years experience of progressive fundraising experience.
- Proficiency in Microsoft Office.
- Minimum of 1 year of managing a profile of 100 donor prospects and experience supporting fundraising programs.
- Track record of engaging with donors through various mediums.
- Experience with CRM system or Donor Perfect preferred.
- Must be available for occasional evening and weekend meetings.
- A current police vulnerable sector screening (VSS) is required.
- Reliable transportation as travel is required for various events.
- Working knowledge of application of Anti-Oppressive and Feminist frameworks

CORE COMPETENCIES:

- Anti-Oppressive & Culturally Responsive Practice (ARAO) & Trauma Informed Practice

- Communication & Collaboration
- Documentation, Organization, & Accountability
- Critical Thinking & Decision Making
- Adaptability & Continuous Improvement
- Donor Relationship Management & Stewardship
- Fundraising Strategy & Portfolio Development
- Grant Research & Proposal Development
- Donor & Community Engagement
- Data Management & Reporting
- Campaign Support

WORKING CONDITIONS:

- Works in a comfortable environment either inside or outside in typically pleasant conditions. Typical conditions are such that some risk of any injury or harmful effect is possible.
- Some Travel Required based on events.
- There is regularly a need to meet after or before normal business hours.
- Must be able to sit/stand for extended periods of time.

Compensation: The compensation for the position is \$55K

Hours of Work: Monday to Friday, 9am-4:30pm, Hybrid

How to Apply: Please send your résumé and cover letter to jobs@yellowbrickhouse.org

Accommodation

Yellow Brick House is an equal opportunity employer dedicated to recruiting and retaining a qualified workforce and is committed to hiring practices that are fair and equitable. The company and its hiring managers always seek to hire the most qualified candidate for a position. A protected characteristic under the *Human Rights Code* is never used against a person during the hiring process.

Use of Artificial Intelligence and Automated Tools

Yellow Brick House values fairness and transparency in our hiring process. We may use automated or AI-supported tools to assist with application screening; however, all final hiring decisions are made by a human reviewer. Applicant information is handled with care and in accordance with privacy requirements