

Position Title: Development Officer, Philanthropy

Reports to: Vice-President, Philanthropy

Ottawa Regional Cancer Foundation

The Ottawa Regional Cancer Foundation is a proud cancer survivorship champion. We harness the power of our community to deliver life-changing results for those touched by cancer.

The Cancer Foundation increases access to innovative personalized therapies by funding local research and clinical trials.

For more information, please visit www.ottawacancer.ca.

Purpose of Position:

The Development Officer, Philanthropy reports to the VP of Philanthropy and is responsible for contributing to the achievement of the Cancer Foundation's revenue goals. The Development Officer plays a role in securing gifts at several levels, including mid-level, major gifts and event sponsorships. The Development Officer contributes to revenue generation by maintaining a portfolio tied to a financial target for the Cancer Foundation.

Accountabilities:

1. Generate revenue by building, managing and growing a pipeline of prospective donors, including the identification, cultivation, solicitation and stewardship of donors.
2. Grow the prospective donor base through participation and networking in the community; build strategic network of contacts and develop relationships with individuals as a consistent source of potential new donors.
3. Contact Annual Fund donors on an ongoing basis to strategically cultivate, steward and retain donors by inviting them in for meetings, tours, and events.
4. Identify possible major gift, planned giving and sponsorship prospects through weekly calls and data mining.
5. Keep detailed, accurate and up to date records and procedures for tracking and qualifying prospects and for recording and reporting gifts; track activities in Raiser's Edge; prepare various reports as required.
6. Collaborate with Communications and Marketing and Donor Relations and effectively execute donor engagement activities.
7. Provide support for the cultivation, solicitation and stewardship of donors at all levels.
8. Contribute to the coordination of meetings and events with donors, prospects and volunteers, including arranging logistics, agenda and materials involved in the preparation and/or scheduling of meetings.
9. Assist with the planning and coordination of cultivation events.
10. Other duties as business needs dictate.

Authority / Challenges

The Development Officer is responsible for engaging donors and works directly with the Fundraising Team on strategies to attract a network of potential donors.

The Development Officer is also tasked with the preparation of various correspondence, and must be able to present information in a compelling manner in order to clearly articulate our funding projects to further inspire support. The incumbent also works across all departments including our newly created Cancer Hub.

Knowledge/Skills/Abilities:

- Demonstrate a high degree of professionalism & discretion; maintain confidentiality, and diplomacy
- Strong initiative and ability to work independently with minimal supervision
- Strong prioritizing and multi-tasking; adaptability to changing priorities
- Highly developed organizational skills and exceptional attention to detail
- Strong project and time management skills
- Excellent oral and written communications
- Strong client service ethic and ability to build and nurture relationships
- Exceptional collaboration and interpersonal skills
- Highly self-motivated, positive attitude, passion and enthusiasm
- Strong general computer literacy including: Microsoft Office, and the ability to learn new software quickly
- Strong analytical thinking, judgment, and problem solving skills
- Results driven while working in an environment where the community we serve may be highly stressed.

Employment Requirements:

Education: Post-secondary diploma from a recognized community college, or equivalent

Experience: Three (3) years in fundraising role or sales environment
Proficient use of Microsoft Office is required
Language: English (Bilingual an asset)

Working Conditions:

The position is located in pleasant working conditions; has normal office activity of sitting, standing, walking and carrying; may sit for long periods with the ability to get up and move around as necessary. The position has the possibility of working in a hybrid model (from home and the office) and performs a variety of administrative tasks; may have long hours of operating a computer.

Conditions of Employment:

- Permanent, full-time, occasional weekends or evenings may be required for events

Special requirements:

- The successful candidate will be asked to provide a current criminal records check

Salary & benefits:

- Full-time, permanent position
- Salary range: \$46,100 (low), \$53,000 (mid) to \$59,900 (high)
- Defined benefit pension
- Exceptional health / dental plan
- 4 weeks paid vacation

Recruitment is ongoing, however we recommend that you submit your letter of interest along with your résumé on or before Wednesday May 18, 2022 by 11.59 pm to HR@ottawacancer.ca.

Please note the following:

- The subject line of your email should read “Development Officer”
- The file name for your resume should read: “(last name)_(first name)_ Resume”
- The file name for your cover letter should read: “(last name)_(first name)_ Cover Letter”

We know applying to a job takes time and thank all candidates for their interest. Only short-listed candidates will be contacted for an interview.