



Senior Development Officer

The Mel Jr. & Marty Zajac Foundation is seeking a highly motivated and experienced individual for the position of **Senior Development Officer**.

Reporting to the President, the Senior Development Officer will be responsible for actively supporting the fund development and communications activities of the Foundation. The Senior Development Officer works closely with the President, the Chairman and board members to identify, solicit and steward gifts in support of the Foundation's mission. The Senior Development Officer has direct responsibility for revenue generating activities, major donor and community relationships, and sponsorships. S/he will implement fundraising strategies and cultivate relationships with individuals and corporations and will be directly responsible for specific donation targets. The Senior Development Officer will provide strong and innovative leadership to carry out all fundraising initiatives in order to meet the Foundation's approved fiscal budget and strategic objectives.

Core Responsibilities:

1. **DONOR IDENTIFICATION AND STEWARDSHIP:** Identify, develop and act on opportunities and create new donor development initiatives both online and in-person and enhance community presence. Research and identify new donors and develop initiatives to solicit contributions to the Foundation. Coordinate publicity methods to ensure the local and online public is aware of the Foundation. Build, support and maintain relationships with a wide variety of individuals and groups, sponsors, donors and prospective donors. Sustain a strong stewardship program to provide accountability to donors, enhance donor retention and upgrade donors towards higher levels of giving.
2. **DONATIONS AND FUNDRAISING:** Work with management to assess funding needs, developing yearly goals and soliciting funds to meet those goals. Develop a working list of key prospects and update and maintain a record of those prospects. Responsible to meet development targets through donations, carrying out a variety of initiatives to support raising funds. These include, but are not limited to, corporate giving/sponsorships, proposal development and grant submissions, individual direct mail and community-based events.
3. **DATA INTEGRITY AND PRIVACY:** Reconciles financial fund information and resolves discrepancies. Review major gift forms for accuracy and completeness, as well as the receipts and acknowledgment letters. Primary contact for ensuring the completeness, correctness and security of Foundation records when working with other organizations and government agencies.
4. **MANAGEMENT AND ADMINISTRATION:** Manage and direct staff in the performance of their duties and projects, review and approve all related work and co-ordinate meeting month, fiscal and calendar year end deadlines.

Training, Skills, Knowledge and Experience:

- Demonstrated leadership abilities
- 5 or more years of fundraising experience with a proven record of success in raising funds in the not-for-profit sector required
- Demonstrated experience in planning, budgeting and implementing an annual fundraising plan including solicitation of corporations, foundations, community campaigns and special events is essential
- Demonstrated success in identifying prospects and securing major gift support
- Financial acumen and ability to read and understand financial statements
- 5 or more years of excellent computer skills with advanced proficiency in MS Outlook, Word, Excel and PowerPoint
- Familiarity with Raiser's Edge preferred
- Dynamic communicator with exceptional interpersonal, time management and organizational skills
- Excellent written and oral communication skills with demonstrated strong presentation skills
- Bachelor's degree in Business, Marketing or equivalent area of study
- Certified fundraising executive preferred
- Self-led, self-starter, and goal-oriented worker
- Emotional and relational intelligence
- Thoroughness to create detailed reports and documents
- Liaise with a variety of stakeholders both internally and externally to the organization
- Strong negotiation skills
- Be attentive to detail
- Act with a high level of professionalism
- Consistently live and exude Foundation values

Position Type: Full time

Job Location: #300 – 2006 West 10th Avenue, Vancouver

Compensation: Commensurate with experience

To Apply: Forward resume and cover letter to:

Sheila Smith
Executive Assistant / Office Manager
development@zajac.com
NO PHONE CALLS PLEASE