



THE MEL JR. & MARTY
ZAJAC FOUNDATION
For Seniors & Children

DEVELOPMENT OFFICER

Overview:

The Mel Jr. & Marty Zajac Foundation is a not-for-profit organization whose mandate is to support children, seniors and those with special needs through innovative community projects focused on developing life long skills and independence. Our current major focus is the Zajac Ranch for Children, a camp in Mission, BC, for children and young adults with chronic, life-threatening and/or debilitating conditions.

The Mel Jr. and Marty Zajac Foundation is seeking a motivated and experienced individual for the position of **Development Officer** to work with the Zajac Foundation team to cultivate, solicit and steward relationships with Foundations and community groups in support of the Foundation's mission.

The Development Officer will play an important role in contributing to the overall fund development and communications goals of the Foundation. This role is responsible for managing the writing and submission of grant applications and reports, supporting the organization's annual fundraising and donor recognition, planning communications (via email, website and social media channels), and (when required) assisting with the administration of the donor database. The Development Officer works collaboratively across departments on grant activities while stewarding relationships with new and existing donors, and provides support to the President and Director of Development on recognizing major gift donors. This role has significant responsibility for overseeing complex projects, communications strategies and is accountable for achieving specific funding goals.

Summary of Job Responsibilities:

Reporting to the President & Director of Development, the Development Officer is responsible for:

Main Responsibilities

Grant Portfolio Management (60%):

- Writes and leads the development of proposals and reports, manages the submission and agreement processes
- Works collaboratively across teams to compile necessary information for applications and reports
- Manages the grant proposal and reporting calendars, and tracks activities in fundraising database and hard-copy filing system
- Researches funding prospects and keeps an eye on grant and funding trends
- Works to ensure recognition and reporting requirements of grants are fulfilled on time

Communication/Marketing (15%):

- Works to develop and enhance promotion and recognition tools aimed at individual donors (website, print pieces, email content and monthly e-newsletters, story/pic/video library, frames)
- Works with the Office Supervisor & Staff Liaison on the donor recognition and stewardship program, including updating organization policies and procedures
- Social media (facebook, instagram, twitter, google plus, etc)
- Website maintenance
- Production and distribution of e-newsletters.
- Assistance with production and distribution of printed newsletter
- Assist with production of marketing materials
- Prepare post-camp analysis for year-end reporting (eg., camper subsidy information, etc.).
- Work with Zajac Ranch staff and the Registration Coordinator to identify featured campers for each summer medical camp and coordinate the gathering of appropriate information and photographs for each camper for inclusion in appropriate reports and marketing material.
- Seek out opportunities to share stories with media through press releases and advertising

Annual & Community Giving (15%):

- Acts as the project lead on all annual giving appeals, including the Holiday Campaign
- Maintains detailed records of all donor (including major donors) contact, history and moves management; ensures timely and personal appreciation and recognition is completed
- Manages the monthly giving program
- Ensure community groups contact information is updated prior to annual mail out and that the solicitation occurs early in the year to ensure optimum results from this initiative.
- Annually, produce materials to solicit funds from community service groups and other identified groups.
- Work with Director of Development to set and achieve annual fundraising goals and revenue targets and to evaluate portfolio progress.

Other Duties (10%):

- Supports the Director of Development and President with recognition and stewardship for major gift donors
- Assist with events as required
- Other duties and special projects as may be assigned

Qualifications

- Degree or diploma from a recognized post-secondary institution plus three years of experience in fundraising
- Social media experience required
- Previous grant writing experience preferred.
- Previous experience in digital marketing and/or communications preferred.
- Excellent organizational and time management skills with the ability to meet strict deadlines and manage multiple priorities simultaneously in a team spirited environment with a strong results-oriented focus.
- Self-directed with the ability to think strategically.
- Excellent interpersonal skills and a strong customer service approach.
- Ability to work independently, as well as within a team environment with staff and volunteers.
- Ability to meet deadlines and collaborate across departments essential.
- Strong attention to detail and the ability to communicate effectively both verbally and in writing are required.
- Excellent administrative skills.
- Strong computer skills with excellent knowledge of MS Office (Outlook/Word/Excel).
- Previous experience with data entry and report queries using Raiser's Edge NXT preferred
- Experience with computer graphic design programs
- Excellent-proof reading skills.
- Strong skills in relationship management
- Not for profit experience an asset.