



The Good Samaritan Society is seeking qualified candidates for a Full Time 1.0 FTE, Fund Development Officer based out of Good Samaritan head office.

Reporting to the Director, Fund Development, the Fund Development Officer is responsible for building philanthropic support for GSS through a variety of fundraising activities including special events, annual giving programs, corporate and individual giving.

Responsibilities:

- Assists the Director Fund Development in the collection, analysis of internal and external information pertaining to GSS' fundraising activities
- Proactively identifies and proposes program goals, events and initiatives
- Develops, maintains and expands the donor database, which enables tracking donor trends to distinguish giving opportunities, donor cultivation and development
- Maintains an up-to-date knowledge of charity law affecting fundraising activities and events, federally and provincially
- Facilitates a collaborative team approach to fundraising with GSS staff throughout the organization
- Reviews policies and procedures for care home based communication, education and training
- Develops correspondence for donor communication including memorial, campaign event and stewardship letters
- Develops social media and communications content
- Develops and implements annual giving programs including direct marketing, memorial, leadership and monthly giving
- Researches and develops grant and fundraising proposals and applications as per identified needs within sites and programs
- Works with Fund Development team on all aspects of signature fundraising events conducted by GSS
- Coordinating and corresponding with stakeholders including volunteers, vendors, donors, golfers and sponsors
- Successfully identifies, qualifies, cultivates, solicits and stewards mid-level donors including foundations (public & private), corporations and individuals to meet the fundraising target on an annual basis
- Provides regular progress reports to the Director of Fund Development

Qualifications and Experience

- A minimum of two years post-secondary education or other relevant education supplemented by fund development training
- One to two years related experience in Fund Development and Communications
- Experience working in a not-for-profit or customer service setting
- Strong interpersonal skills with an ability to work with internal and external donors in a diplomatic and professional manner
- A skilled relationship builder
- Exemplary written and oral communication skills
- Experience with a wide range of fundraising activities and proven success of substantial income generation
- Experience with social media, digital marketing
- Strong computer skills, including Microsoft Office and Raiser's Edge database
- Excellent analytical, organizational and time management skills
- Planning and organization skills with the ability to translate plans into actions

Please quote competition number CO.18.023 and submit your resume and cover letter in confidence to daoneill@gss.org.