



**ADAPTABILITIES**  
CREATING SUCCESS FOR LIFE

*AdaptAbilities is a registered charity that provides an essential service to individuals with special needs and their families. Our unique programs promote positive self-care and well-being, empowering individuals to grow, succeed and belong. We are looking for dedicated professionals who share this vision to join our team. This is an opportunity to make a difference, supporting individuals to be a part of their community.*

## Fund Development Officer

### Purpose

Reporting to the Development and Marketing Manager, the Fund Development Officer is responsible for executing fund development initiatives to achieve fundraising goals and fulfill the objectives of the department and the organization. The Officer is responsible for leading stewardship management, fundraising efforts, securing financial and in-kind support from individuals, corporations and foundations. They employ skills in relationship building and account management to raise funds by soliciting corporate giving and sponsorships, and coordinating special events.

### Key Functions

- Manage timelines for fundraising activities to ensure plans are carried out in a timely manner
- Implement the fund development plan in accordance with ethical fundraising practices and principles
- Collaborate with Development and Marketing Manager and external event stakeholders for all AdaptAbilities events.
- Develop and produce queries, reports, and tax receipts from the Fund Development database
- Actively identify, cultivate, solicit and steward a portfolio of major gift prospects
- Maintain a schedule of grant opportunities, deadlines, follow-up activities and reporting requirements
- Prioritize fostering strong, long-term relationships with all donors, collaborators, sponsors and community stakeholders according to the cycle of stewardship
- Collaborate with internal stakeholders to ensure the effective use of resources and fundraising outcomes
- Prepare reports on progress, receipts and expenditures related to fundraising and activity management

### Qualifications

- Bachelor's Degree from an accredited university (A combination of relevant education and experience may be considered.)
- Certified Fundraising Executive Designation is preferred
- 3-5 years of experience in fund development, annual giving, project management, sales or related field
- Experience in a not-for-profit organization preferred
- Knowledge of fundraising practices and CRA guidelines
- Proven ability of stewardship with donors, foundations and sponsors
- Previous experience developing and implementing all aspects of a fund development plan
- Excellent written and oral communication skills, including public speaking
- Superior problem solving skills and the ability establish priorities and manage multiple tasks
- Strong attention to detail and time management skills
- Proven computer and database management skills
- Clear Police Information Check and Intervention Record Check

Redefining the respite  
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## Working Conditions

This is a permanent, full time position at our Head Office. Offices hours are Monday to Friday 8:00 am to 4:30 pm.

## Compensation Package

AdaptAbilities offers a competitive salary and an attractive health and dental benefit package, paid personal days, RRSP matching and a health spending account. Professional development supported. AdaptAbilities is working to be an employer of choice.

**Deadline:** Open until a suitable candidate is found

Please email resume quoting position title in the subject line to: [employment@adaptabilities.ca](mailto:employment@adaptabilities.ca)

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