



## SENIOR DEVELOPMENT OFFICER

**ABOUT COOL AID** – The Victoria Cool Aid Society builds homes, lives, and community. We create opportunities for people who are homeless or living in poverty. We make a difference through housing, health care, support, and emergency shelters. Founded in 1968, Cool Aid helps 12,000 people in the Capital Region every year, at 16 locations in Victoria, Saanich, and Langford. The Society’s major campaign is to “Help End Homelessness”, to build an additional 360 apartments for people in the community who have no home.

**All Candidates:** Please forward **cover letter and resume** in confidence to Janie Chandler, Human Resources, 101-749 Pandora Avenue, Victoria, BC, V8W 1N9 or email [hire@CoolAid.org](mailto:hire@CoolAid.org).

**Job Title:** Senior Development Officer

**Vacancy Status:** Full-time permanent

**Wage Rate:** Up to \$65,250 annually

**Work Location:** 101-749 Pandora Avenue

**Benefits:** Eligible for 100% employer paid perks! We offer **comprehensive extended health and dental plans** and cover employee MSP premiums. Employees also enjoy:

- 3 weeks paid vacation, prorated annually
- 1 week compensatory time off for attending events outside of normal working hours
- Municipal Pension Plan
- frequent training opportunities

**Hours of Work:** 40 hours per week

**Days:** Monday – Friday, some evening and weekend events

**Job Summary**

The Senior Development Officer is responsible for developing and implementing a program to identify, cultivate, solicit and steward major and planned gifts in support of the Society’s mission. The Senior Development Officer will develop information packages, and implement major gift, legacy and sponsorship campaigns. The successful candidate will be responsible for growing these programs utilizing a broad range of activities, including direct response strategies, personal cultivation, solicitation, stewardship and tours.

**Education and Experience**

The ideal candidate will possess a degree or diploma from a recognized post-secondary institution in a related field and a minimum of five years of direct fundraising experience with a proven track record in closing major gifts and managing donor relationships at all giving levels. Membership with CAGP and/or AFP is an asset, as is CFRE or APR.

**Key Skills and Abilities**

- Proven record of success building long-term relationships and securing major donations and legacy gifts and grants of \$25,000 and up
- Ability to administer, organize, plan and manage time
- Excellent writer and researcher
- Attention to detail and strong negotiation skills, persuasiveness, tactfulness and professionalism
- Comfortable working with internal and external stakeholders, including individual prospects and donors, organizations, managers, front line staff and vulnerable clients
- Experience with fundraising databases/CRM and advanced proficiency in MS Outlook, Word, Excel and PowerPoint. Experience with Dynamics CRM also an asset.

Successful completion of a Criminal Record Check is required of all employees.

**Responsibilities**

- Evolve the Development Plan for achieving the long-term fundraising goals of the major and planned giving portfolios in support of the Society’s strategic priorities
- Personally manage a portfolio of major and planned giving prospects and existing donors
- Plan and implement effective major gift strategies, engaging prospects and donors through all stages of the donor cycle
- Significantly expand the legacy giving campaign program through the cultivation, solicitation, and stewardship of individual planned giving prospects and donors
- Research and prepare proposals, donor profiles, and case for support materials
- Create tailored asks for major donors/prospects based on giving history, funding interests, and research
- Significantly expand the existing legacy giving campaign program through the cultivation and stewardship of individual planned giving prospects and donors
- Develop plans for donor engagement, with a clear focus on building personal relationships through face-to-face meetings, tours, and other personalized interactions
- Create donor and client profiles/stories for communications, publications, marketing initiatives, social media, and media relations
- Support CEO, Directors, and Managers internally with cultivation and stewardship activities