
Development Officer – Guelph Pregnancy Care Centre
Part Time – 24 hours per week
Wage – \$20/hour

Charity Description:

In the conviction that life is a gift from God, Beginnings provides services related to pregnancy, parenting and adoption. Our Care Centres exist to build strong families in our community. We do so by nurturing compassionate and non-judgemental relationships with individuals and families in need, empowering them through access to FREE vital pregnancy and parenting resources that are practical, educational and supportive.

Job Summary:

The Development Officer's role is to promote Beginnings positive image in the community through interactions with donors, churches, corporations, and other funding providers. This role includes planning and generating funds through campaigns, appeals, grants, events and sponsorships, to support the work of the Beginnings Guelph Care Centre.

Reporting:

The Development Officer will report to the Care Centre Director and will work collaboratively with the Advisory Committee.

Major Duties and Responsibilities:

1. Fund Development

- a. Creates and implements the annual fund development plan based on giving trends and in coordination with the strategic planning of Director and the local Advisory Committee
- b. Provides leadership and direction in organizing fundraising events in collaboration with Beginnings Guelph's fundraising committee
- c. Develops effective corporate sponsorship packages for events and for annual campaigns
- d. Actively seeks grant opportunities with local, regional, or national funding agencies that are aligned with Beginnings' mandate
- e. Prepares and submits grant applications or funding proposals including evaluation reports (when necessary/required) to appropriate organizations
- f. Develops effective and innovative campaigns and seasonal appeals to drive sustainable and new donations

2. Donor Stewardship, Data Mining and Analysis

- a. Performs regular data mining and analysis to create a solid basis in planning and developing fundraising initiatives
- b. Ensures vital stewardship is provided to all existing donors and church partners of Beginnings by setting up in-person meetings, making phone calls, or sending out thank you notes within 30 days from receipt of gift

- c. Initiates engagement opportunities with prospective donors and potential church partners in collaboration with the local Advisory Committee
- d. Actively networks with funding agencies and/or charities in the community to increase exposure of the work of Beginnings
- e. Collaborates with staff in maintaining a robust collection of stories of impact that can be easily shared with existing and prospective donors

3. Care Centres Development Team Collaboration

- a. Actively works together with the overall Beginnings Family Services Care Centres Development Team from Hamilton and Woodstock to address fundraising challenges
- b. Provides local insights and trends to co-develop with the Development Team an overall Care Centres annual fund development plan
- c. Collaborates with Hamilton and Woodstock Care Centres in the implementation of strategic fundraising plan for the benefit of all Care Centres

4. Other

- a. Provide back-up (when necessary) to front line service staff in working with clients: counselling, advocacy, referral, etc.
- b. Participate in ongoing training and professional development opportunities – i.e., through attendance at conferences, workshops, seminars, staff visioning and team building exercises, etc.
- c. Regular attendance at Beginnings staff meetings and Advisory Committee meetings (when presence is requested)

Qualifications:

- Affirming the cause of giving hope and serving those in need
- Formal post-secondary education, experience or training in non-profit management and fundraising; alternatively, a certificate in business administration or marketing with a combined experience in the non-profit/social service sector
- Goal-setter and self-starter with a willingness to learn
- Detail-oriented with strong planning/project management skills
- Excellent written and oral communication skills
- Advanced computer skills specifically with Microsoft Office suite
- Strong teamwork skills

***Please submit a resume and cover letter specific to this position to
info@beginnings.ca***

Posting Closes: December 30, 2019

We thank all applicants for their interest, however only those candidates chosen for interviews will be contacted.

www.beginnings.ca