



Keeping families close

Ronald McDonald House Charities® Newfoundland and Labrador

Development Officer

Ronald McDonald House Charities® Newfoundland and Labrador (RMHC NL) is located in St. John's near the Janeway Children's Hospital. Ronald McDonald House offers accommodations to sick or injured children and their families who must travel to St. John's for medical reasons. Operated by a small staff and supported by dedicated volunteers, we seek the services of a full-time **Development Officer**.

This position is unique - a career with real meaning and sense of purpose. Whether you are working with another non-profit in fund development; a relationship manager or a recent graduate wanting to apply your experience - you are someone driven by the need to work for a place with purpose. If you are seeking a position where you can make a difference in the lives of sick children every day, this position is for you.

The **Development Officer**. This position involves researching, prospecting, cultivating and managing relationships with donors, fundraising activities and communication duties.

Reporting to and working closely with the **Director, Development & Communications**, the **Development Officer** key responsibilities include:

Responsibilities:

- Identify and mobilize individual and corporate donors to give, advocate and volunteer by discovering their interests.
- Utilize knowledge gathered from donor meetings to develop and engage donors.
- Work with the team to implement a prospect research and prospect management strategy for each donor.
- Recruit, engage, and coordinate volunteers and provide them with direction in support of event execution and the cultivation and solicitation of donors and prospects.
- Maintain donor database as a tool to help build relationships by keeping accurate and up to date stewardship records.
- Assist with annual communications and marketing plans that include traditional marketing, website, social media and online fundraising as required.
- Work with the Director of Development & Communications deliver a variety of tours, presentations to workplaces, community groups and schools;
- Coordinate and execute community-based and online fundraising activities by stewarding and building relationships within the community;
- Troubleshoot and anticipate event participant needs and proactively search for solutions to ensure event participant expectations are met or exceeded.

- Prepare bi-weekly status summaries and update reports for review with the Director of Development
- As needed, answer in person, telephone, email and social media requests and queries;

Preferred Qualifications:

The ideal candidate will have fundraising/event planning experience in the not-for-profit sector.

Preferred qualifications include:

- Post-secondary education in fundraising, communications, marketing and/or administration;
- Ideally 2 plus years in fundraising, sales and marketing, and/or account management.
- Proficient with MS Office. Experience working with spreadsheets, design software, publisher, and online fundraising platforms.
- Basic accounting skills required.
- You have outstanding written and verbal skills.
- You know how to increase volunteer engagement and work with diverse stakeholders.
- Event planning and/or project management experience would be an asset.
- You can inspire action, build momentum and encourage participation.
- Proactive, goal-oriented and creatively resourceful.
- You are comfortable working as part of a fast-paced team. Able to manage a demanding schedule and prioritize responsibilities. Able to manage multiple projects.
- Experience working with volunteers.
- You have a valid driver's license and the ability to travel throughout province as needed.
- Ability to work in an environment with families in times of stress or crisis.

Compensation: Salary Range - \$43,200 - \$52,800. Excellent benefits program. The position is permanent full-time (Occasional evening and weekend work may be required.)

Send cover letter and resume in confidence to careers@rmhcnl.ca. Applications should be received by Jan 28, 2025, at 5:00 pm. We thank all applicants for their interest. Only those persons to be interviewed will be contacted.