



Keeping families close™

Senior Development Officer, Annual Giving

We're growing! We are seeking enthusiastic and passionate individuals to join our team as we prepare to build a new Ronald McDonald House in Halifax.

The Organization

Ronald McDonald House Charities® Atlantic (RMHC Atlantic) helps families with sick children stay together and near the medical care they need. Our programs include Ronald McDonald House® in Halifax, a "home-away-from-home" for out of town families with sick children, and Ronald McDonald Family Rooms® in Halifax and Moncton, an oasis of calm and support inside the hospital. Last year alone, we served more than 2,000 families from across the Maritimes through our House and Family Room programs. For more information, visit rmhcatlantic.ca

Position Summary

The Senior Development Officer is responsible for managing a portfolio of donors and sponsors, as well as growing and diversify fundraising revenue for RMHC Atlantic. Activities include prospect identification, research, cultivation, proposal writing, donor recognition and stewardship.

The Senior Development Officer will participate in strategic planning of development activities and think in a holistic manner about how to best utilize resources, address problems and take advantage of opportunities to heighten the reputation, outreach and fund development of RMHC Atlantic.

This is a full time, permanent position that reports to the Manager of Annual Giving.

Key Contributions

- Sponsorship Acquisition for the Ronald McDonald House PJ Walk for Kids & the Annual Golf Classic
 1. Identification and solicitation of new teams and sponsors
 2. Stewardship of existing sponsors to ensure high retention rate year over year
 3. Responsible for sponsorship asks up to \$10,000
- Community Fundraising
 1. Support all third party fundraising initiatives – reviewing plans, providing materials, facilitating on-line fundraising component and attending events
 2. Achieve revenue and event targets through growth of existing events and acquisition of new community events
- McHappy Day
 1. Steward relationships with supervisors and managers at restaurant level
 2. Key liaison between RMHC Canada and restaurants in preparation for event day



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Skills and Experience

- Optimistic | Resilient | Motivated | Creative | Intuitive | Resourceful | Flexible
- Detail-oriented, highly organized and able to prioritize multiple projects
- Experience in various fundraising techniques including face-to-face solicitation, proposal writing, special events, telephone solicitation, online giving, third party fundraising and direct response
- Knowledge of donor prospecting, cultivation and stewardship
- An ability to develop and maintain positive relationships with colleagues, partners, volunteers, sponsors and donors
- Excellent verbal and written communication skills
- Bilingualism (English/French) considered as asset
- Strong administration and computer skills (Word, Excel, PowerPoint, Raiser's Edge)
- Willingness and ability to travel, as required
- Ability to work independently on multiple tasks as well as manage long- and short-term assignments simultaneously
- Ability to learn quickly and work with minimal supervision
- Enjoys being part of a small team and pitching in as required

Minimum Qualifications

- Three years of professional fundraising experience with proven track record
- Strong understanding of CRA Guidelines
- Familiarity with online donation platforms and Blackbaud products an asset
- Valid driver's license and regular access to a vehicle
- A current Criminal Record Check and Child Abuse Registry are conditions of employment

Why work for Ronald McDonald House?

- Positive, rewarding team environment
- Personal development opportunities
- Potential to grow, professionally and personally
- Additional benefits include:
 - Pension plan
 - Health, dental & vision benefits
 - Wellness fund
 - Family & employee assistance program

If you are interested and qualified, we invite you to submit a letter of introduction and resume to Katie Greene (Katie@rmhatlantic.ca). All responses will be handled with strict confidence.



Ronald McDonald
House Charities®
Atlantic

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We thank all applicants for their interest; however, only those candidates who have been selected for an interview will be contacted.