



Keeping families close™

Senior Development Officer, Capital Campaign

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 purpose of this new position is to support RMHC Atlantic in the successful completion of our capital campaign. Following the campaign, this position will manage the major gift and planned giving portfolio. This position is responsible for achieving fundraising goals by identifying, researching, cultivating, soliciting, and stewarding major gift donors and prospects.

This is a full time, permanent position that reports to the Director of Development.

Key Contributions

- Conduct research to identify and qualify individual and corporate major gift donor prospects who have the capacity to give between \$10,000-\$100,000.
- Work in partnership with campaign leadership to identify, cultivate, solicit and steward donors and prospects.
- Prepare major gift materials including briefing memos, proposals and stewardship materials.
- Ensure that all donors in the portfolio are appropriately recognized and stewarded.
- Ensure timely and accurate maintenance of all gift, solicitation and donor information in Raiser's Edge database including tracking and fulfillment of pledges, donor recognition activities and stewardship.
- Create, plan and implement events and special projects in support of fundraising priorities.
- Work with gift processing to ensure that appropriate letters, tax receipts, invitations and other correspondence are sent in a timely manner.
- Assist in the preparation of an annual plan with measurable goals and strategies.
- Positively represent RMHC Atlantic in the community.
- Flexibility to work evenings, as required.



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Skills and Experience

- Optimistic | Resilient | Motivated | Creative | Intuitive | Resourceful | Flexible
- Experience in various fundraising techniques including face-to-face solicitation, proposal writing, telephone solicitation, online giving, and direct response
- In-depth knowledge of donor prospecting, cultivation and stewardship
- Excellent verbal and written communication skills
- Strong administration and computer skills (Word, Excel, PowerPoint, Raiser's Edge)
- Detail-oriented and highly organized
- Demonstrated ability to work independently with multi-faceted demands and deadlines
- Ability to handle confidential financial and personal information with discretion and sensitivity
- Enjoys being part of a small team and pitching in as required
- Willingness and ability to travel, as required
- Bilingualism (English/French) considered as asset

Qualifications

- Demonstrated track record of achievement in securing major gifts and/or sponsorships
- Strong understanding of CRA Guidelines
- Familiarity with Raiser's Edge Prospect Module 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 Lori Barker (lori@rmhcatlantic.ca). All responses will be handled with strict confidence.

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