



Keeping families close™

Development Officer

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 2,200 families from across the Maritimes through our House and Family Room programs. For more information, visit rmhatlantic.ca

Position Summary

The Development Officer is responsible for managing a portfolio of donors, as well as developing and implementing programs to grow and diversify fundraising revenue for RMHC Atlantic. Activities include prospect identification, research, cultivation, proposal writing, donor recognition and stewardship, in addition to volunteer management. The position is also involved in the planning and execution of special events, including sponsorship solicitation and event logistics.

The 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

- Ronald McDonald House PJ Walk For Kids
 1. Responsible for the successful execution of five events throughout the Maritimes (taking place late May/June)
 2. Support five organizing committees in all aspect of planning
 3. Serve as the key point of contact for sponsors, including the identification, solicitation and stewardship of sponsors
- Direct response – coordinate the holiday mailing, introduce one new annual mailing (most likely a monthly donor appeal), and explore other direct response opportunities through the newsletter and social media
- Community Fundraising



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Skills and Experience

- Optimistic | Resilient | Motivated | Creative | Intuitive | Resourceful | Flexible
- Experience working with and leading volunteers
- 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 (French/English) will be considered an asset.
- Strong administration and computer skills (Word, Excel, PowerPoint, Raiser's Edge)
- Willingness and ability to travel and to work nights and weekends, 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 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

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.

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