



Senior Development Officer

This is a full time position.

Our Place Society (OPS) is an organization with Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcomed. **A team approach is critical to living out our mission and values and to directing our work.**

The Background and Opportunity:

As an organization, we are at a very exciting time in Development! With the game-changing transformation and growth of the last few years, Our Place Society's philanthropic support base has grown significantly. We are looking for a highly motivated Senior Development Officer, reporting to the Director of Development, to further develop a sustainable fundraising program that includes major gifts, legacy giving, annual giving, and an innovative stewardship and recognition.

Who are we looking for?

As the **Senior Development Officer**, you will coordinate and implement a donor engagement program primarily focused on the major, legacy and mid-level donors. Through personalized communication and relationship building the Senior Development Officer will be responsible for the cultivation, solicitation, recognition, and stewardship of current and prospective donors. Working closely with the Director of Development, the Senior Development Officer will conduct strategic donor initiatives that contribute significantly to Our Place's annual revenue goal. The Senior Development Officer is an integral member of the fund development team and will have involvement in a variety of activities to engage donors and grow fundraising revenue. Experience working/liasing with the business community, senior level volunteers and a wide range of stakeholders is key.

If you have passion for building relationships and have the drive and enthusiasm to support the work at Our Place Society we would love to hear from you!

What is expected?

- Ability to Raise Money! The Senior Development Officer will be responsible for specific fundraising targets alongside the Director of Development.
- Maintain the major gifts pipeline and develop individual cultivation and solicitation strategies.
- Work with community volunteers to identify new prospective donors.
- Produce customized funding proposals for major donors.

- Prepare and implement stewardship initiatives for donors with various gift levels, years of giving and legacy donors.
- Maintain ongoing personal communication with mid-level, legacy and major donors.
- Prepare custom stewardship reports for mid-level and major donors.
- Maintain database updates of donor communications as required.
- Work in collaboration with volunteers and community partners where required.

Ideal Education and Experience:

- Proven track record in fund development.
- Five plus years of fund raising experience.
- CFRE designation or actively working toward and/or post-secondary education or related business discipline, and equivalent professional experience.

Ideal Skills and Abilities:

- Self-motivated and ambitious with the ability to create and achieve.
- Excellent interpersonal, verbal and written communication skills.
- Excellent computer skills and proficient in use of Microsoft Office applications; experience with Raiser's Edge would be a definite asset.

Salary Range: \$55K – 66K. Excellent full employer paid benefit package after 3 months.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their experience and qualifications by March 27, 2017, careers@ourplacesociety.com or to Our Place Society, Attention Marion Hoadley, HR Manager, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote “ **17.26 Senior Development Officer**” in the subject line.