



# 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 exponentially. 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, direct mail, a signature event and grant seeking initiatives.

## **Who are we looking for?**

As the **Senior Development Officer**, you will develop and implement comprehensive plans for proactively identifying, cultivating, soliciting, and stewarding prospects and donors. You will be responsible for administering a variety of fundraising programs. You enjoy the challenge of having specific targets to achieve, and you will be responsible for raising \$1.5M towards our \$3 Million+ annual philanthropic 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 towards our \$3 million+ annual goal.
- Manage donor relationships including creating and implementing personalized donor stewardship plans, growing our Monthly Donor program and further developing our legacy giving initiatives.
- Responsible for proactively seeking grant opportunities, and writing grant applications and proposals.

**Ideal Education and Experience:**

- Proven track record in fund development.
- 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:** \$48K – 60K. 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 4:30 p.m. May 1, 2015 to [careers@ourplacesociety.com](mailto:careers@ourplacesociety.com) or to Our Place Society, Attention Marion Hoadley, HR Manager, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote "**Senior Development Officer**" in the subject line.