

Position Title: Development Officer – Grants and Major Gifts

Job Class: PE004

Dept/Program: Communications and Fund Development

Employment Type: Temporary part time up to 1 year

Work Schedule: Part Time as per schedule

Employee Group: *Non-Union*

Posting Date: May 25, 2022

Number: 1

Posting Type: Open

The Director, Communications and Fund Development is currently seeking a Development Officer – Grants and Major Gifts. The purpose of this position is to support the efforts of the fund development/fundraising team, Development Committee and Major Gifts Committee in grant writing and reporting, and managing and facilitating major gifts and stewardship activities.

Key Accountabilities:

- Research grant opportunities, write and execute grants in collaboration with content experts across Waypoint, the Waypoint Research Institute, community programs and the Central Ontario Health Team for Specialized Populations.
- Provide follow through on any related fundraising needs and meet reporting requirements from granting bodies as required.
- Update databases and supporter information systems on a regular basis ensuring all records are up to date and accurate.
- Provide leadership to the major gifts committee and support volunteers in major gifts activities including providing tools/information.
- Actively participate in regular department and team meetings that contribute to strategy, discussions and decisions; which will be beneficial to Waypoint's development of fundraising activities.
- Participate in planning, and support the broader objectives and activities of the Communications and Fund Development department as required.

Requirements/Qualifications:

- You must meet the requirements of our **COVID-19 Immunization Policy** by providing proof of full vaccination, or a request and receipt of an accommodation under the Ontario Human Rights Code, including a medical exemption
- Postsecondary education in a relevant field of study that may include, but is not limited to, Fundraising/Resource Development, Grant and Proposal Writing, Marketing, or Communications
- Designation or enrolled in the Certified Fund Raising Executive (CFRE) program is an asset
- Minimum two (2) years of experience working in a similar role in a Foundation or fundraising office in a not for profit environment preferred
- Knowledge of fundraising needs and methods including fundraising current trends; stewardship and gifts solicitation; Canada Revenue Agency guidelines; fundraising plan elements
- Knowledge of non-profit fundraising best practices
- Demonstrated knowledge of confidentiality, objectivity, political awareness, planning, business acumen and financial accountability
- Proven communication skills (visual, verbal, public speaking and written)
- Results oriented work ethic to work independently and undertake tasks needed to accomplish work objectives and deliver quality, consistent and timely results
- Demonstrated leadership, conflict resolution, interpersonal and organizational skills
- Proven ability to adapt readily to change
- Models and promotes core ethical practice, Waypoint Values (Caring, Respect, Accountability, Innovation), and reflects an optimistic and positive attitude
- Preference for proficiency in French/English language skills

How do I apply?

Waypoint employees apply through the Employee Self-Service portal at <https://employees.waypointcentre.ca> and external applicants apply to http://www.waypointcentre.ca/i_want_to_join_your_team by quoting **Job ID WC22-141**. This position is open until filled. Attach your cover letter and resume detailing why you are interested in this opportunity and how you meet the qualifications and key accountabilities specified.

We are committed to diversity in the workplace and workplace well-being. As such, applications from individuals from diverse backgrounds such as First Nations, Inuit, Metis, members of a visible minority group and those with lived experience of mental health problems or illnesses are welcomed and encouraged. Waypoint welcomes and encourages applications from people with disabilities. Accommodations are available upon require for candidates taking part in all aspects of the selection process.