

Job Title	Stewardship & Events Officer
Department	Development & Communications
Reports to	Director of Development & Communications

GENERAL RESPONSIBILITIES

- Reporting to the Director of Development & Communication the Stewardship & Events Officer is responsible for developing and producing a range of peer-to-peer, virtual, and in-person fundraising, cultivation, and stewardship events with an annual revenue target of \$300,000 to start.

SPECIFIC RESPONSIBILITIES

Event Management – Signature & Third-Party Events

- Serves as the primary contact for signature and third-party events and supports all fundraising activities and logistics
- Is responsible for supporting both income and expenditure targets based on the approved budgets for each event
- Builds positive relationships with committee/event volunteers, donors, and prospects
- Solicits gifts to help maximize revenue targets for Signature Events
- Creates detailed work plans for all events, managing workflow to ensure goals are met on time
- Oversees sponsorship deliverables, donor recognition and acknowledgment
- Develops a win-back strategy to re-engage past event participants
- Support the larger fund development team priorities to maximize revenue opportunities and experience as appropriate

Donor Stewardship

- Works with the Director to develop and implement a systemized and achievable stewardship strategy, to strengthen long-term relationships with donors and community partners
- Ensure that details of stewardship plans are compiled and communicated to all involved parties, and that the plan is documented and implemented
- Develop tailored recognition strategies for major supporters
- Coordinate the recognition and naming activities associated with major gifts
- Support the creation of timely and meaningful impact and outcomes reporting to donors

- Work in partnership with the Digital Media and Marketing Manager in the development of content and stories, and on public recognition of donors
- Collaborate on the development of the annual report
- Create and maintain donor recognition lists, physical and online donor wall
- Manage all prospecting, cultivation, and stewardship events

Community & Food Fundraisers

- Act as the first point of contact for community inquiries by phone, e-mail, and walk-in; ensuring requests are fulfilled while exploring opportunities to further build relationships
- Oversees the planning and implementation of food raising initiatives such as grocery store food drives, third party food collection and working with major industry suppliers and partners
- Assist the operations team with donor logistics, up to but not limited to preparing and scheduling food drives and community pick-ups and or special event vehicle requirements

All other duties as directed by the Director of Development & Communications

INTERNAL/EXTERNAL RELATIONSHIPS

The Officer reports to the Director of Development & Communications. The Officer will work collaboratively with the community and its stakeholders to develop and enhance relationships and partnerships while working towards meeting the departmental goals and targets. This role requires collaboration across all aspects of the organization. External relationships will be built with donors, government entities, media outlets, volunteers, and member agencies, the extent of the public reach is truly limitless.

KEY COMPETENCIES AND SKILLS

- High attention to detail and superior project management and organization skills
- Excellent written and verbal communication skills
- The ability to multitask, self-directed with the ability to work both independently and as part of a team in a fast-paced environment
- Experience running a P2P charity walk an asset
- Sound problem-solving skills, ability to assess situations to determine importance, urgency and risk, ability to think creatively to solve challenges in a timely manner and in the best interest of Feed the Need in Durham
- Advanced computer skills with proficiency, intermediate to advanced level, in Microsoft Word, Excel and PowerPoint; experience and or eagerness to learn Salesforce, and social media platforms
- Possess high degree of integrity, with demonstrated empathy and a passion for the mission
- Ability to successfully pass a criminal record check for working within the vulnerable sector

WORKING ENVIRONMENT

Feed the Need in Durham values the contributions of their staff and treasures their ability to plan, work, laugh and grow together, as a team. This position is a full-time, salaried position at 37.5 hrs a week with daily on-site hours scheduled by management in accordance with operational requirements. The Development Officer – Individual Giving & Events Management, works with other members of the team in an open concept office located at 371 Marwood Dr in Oshawa. Work is performed in an office environment with regular travel required throughout the Durham Region. It is understood that it may be necessary for the position at times, to work irregular hours/days to ensure that the objectives of the organization are being met.

Please submit your cover letter and resume by email, as a PDF addressed to LeeAnne Rorabeck, Director of Development and Communications, and email to: carly@ftnd.ca

Subject Line: Stewardship & Events Officer

Deadline: Thursday, September 1, 2022 or until a suitable candidate has been found.

No phone-calls or e-mails please. FTND thanks candidates for their interest. Only those selected for an interview will be contacted.