

## LEAF is hiring a Development Officer!

### Role Overview

LEAF is hiring a Development Officer to play an integral role in fundraising efforts to support advancing gender equality across Canada. This is a two-year contract position, beginning in July 2024, with the possibility of extension.

Reporting to the Senior Development Officer, the Development Officer will provide support to LEAF's overall fund development program. The ideal candidate will be able to work both independently and collaboratively as part of the fund development team. They will also have first-hand experience in non-profit fundraising and operations, including donor engagement and stewardship, assisting with developing and executing strategic fundraising plans, prospect research, event planning, and other special projects. The ideal candidate will also have strong interpersonal, written and verbal communication, administrative, time management, and organizational skills.

This is a hybrid position requiring the successful candidate to work out of LEAF's office in downtown Toronto at least two days per week.

### Who We Are

LEAF is a national non-profit organization which uses law to advance gender equality in Canada. Our national office is based in Toronto, and we have volunteer branches in Edmonton, Calgary, Winnipeg, Thunder Bay, Ottawa, Kingston, Toronto, Hamilton, Windsor, Montréal, and Halifax.

We intervene in legal cases throughout Canada to advance equality in Canada – helping to prevent violence, eliminate discrimination in the workplace, provide better maternity benefits, ensure a right to pay equity, and allow access to reproductive freedoms. We push for progressive law reform on issues central to gender equality, including sexual violence, online hate, technology-facilitated gender-based violence, and basic income. We use education to amplify our legal victories, and improve people's understanding of their rights.

For more information, visit [www.leaf.ca](http://www.leaf.ca).

### Who You Are

You are passionate about development and securing resources to advance gender equality. You bring an intersectional feminist lens to your work – including your analysis, collaborations,

and communication style. You have demonstrated experience working with a wide variety of donors – individuals, foundations, corporations, and unions. You are solutions driven and have knowledge or experience in fund development, fundraising, event planning and proposal writing. You have experience working as part of a team, and welcome the opportunity to get involved with communications and promotions. You have excellent interpersonal and communication skills, are creative, adaptable and a self-starter and are excited to work with our team to advance gender equality in Canada. You are committed to growth as a fund development professional, in the context of a supportive work environment.

## **Duties and Responsibilities**

### **Donor Relations, Solicitation and Stewardship:**

- Coordinate LEAF's donor databases through data entry; and maintenance to ensure accurate and timely record-keeping of donor interactions and contributions
- Engage in direct communication and stewardship with LEAF's donors, such as thank you cards, and contact information updates
- Perform some data analytics activities that can demonstrate donor results, and inform future campaigns and engagement strategies
- Coordinate and facilitate innovative donor engagement strategies that amplify all aspects of LEAF's work
- Facilitate the production of tax receipts
- Help develop proposals for individual and corporate donations
- Other duties as assigned

### **Event and Campaign Management:**

- Organize and execute fund development and donor stewardship events both online and in-person, under the direction of the Senior Development Officer
- Help coordinate efforts to organize the Evening for Equality (LEAF's annual fundraising event), and to execute fundraising campaigns for Giving Tuesday, International Women's Day, and other initiatives
- Actively participate in and occasionally lead cultivation events that identify and implement opportunities for donor recognition, stewardship, and appreciation

### **Communication and Marketing:**

- Develop content and contribute to the production of donor reports and other relevant communication
- Contribute to the creation of social media, direct mail, and individual donor campaigns
- Collaborate with the Communications and Advocacy Manager when activating appeals and donor recognition

- Ensure quality communications follow all gifts to provide thanks and documentation to donors
- Assist with and occasionally lead the development of proposals for foundations, corporations, unions, and other stakeholders
- Contribute to presentations and the development of slide decks

### **Qualifications and Experience**

An ideal candidate will bring:

- 4+ years of experience in non-profit fundraising or philanthropy, with a proven track record of successfully securing donations and meeting fundraising goals
- Relevant post-secondary degree or an equivalent combination of education and experience
- Demonstrated commitment to intersectional feminism and/or social justice
- Strong understanding of philanthropic principles and best practices, with knowledge of major gift fundraising strategies
- Knowledge and experience with MS Office, Donor Perfect (or other donor management software), Canada Helps, Benevity, Constant Contact and Fundraise Up
- Excellent organizational and time management skills with the ability to follow instructions and perform assigned duties with limited direct supervision
- Experience with solicitations and cold-calling
- Proven experience conducting donor data analysis
- Experience with organizing events and delivering presentations
- Excellent written and verbal communication skills, with the ability to craft compelling fundraising appeals and donor communications
- Demonstrated ability to communicate and maintain relationships with donors, volunteers, and other stakeholders
- French language would be considered an asset

### **Compensation and benefits**

This is a full-time, two-year contract with the possibility of extension. The successful candidate will receive a salary between \$65,000-\$70,000, and additional benefits that include three weeks' vacation to start, three weeks of paid sick leave, one week of paid caregiver leave, three paid personal leave days, a week-long December holiday office closure, an annual budget for continuing professional development, and enrolment in LEAF's comprehensive benefits plan, which includes health and dental benefits. LEAF also hosts celebrations of staff members' birthdays and enjoys monthly catered team lunches together.



**LEAF**  
**FAEJ**

WOMEN'S LEGAL  
EDUCATION & ACTION FUND  
FONDS D'ACTION ET D'ÉDUCATION  
JURIDIQUE POUR LES FEMMES

## Location

This is a hybrid position. The successful candidate will be expected to work from LEAF's office in downtown Toronto at least two days per week.

## How to Apply

LEAF recognizes that structural barriers shape experiences, qualifications and a sense of capacity. We encourage people to apply even if you feel that the position may be a stretch. LEAF is committed to supporting the Development Officer through orientation, training, and on-going mentoring.

LEAF encourages applications from candidates who reflect the diversity of our communities. We strongly encourage applications from Black, Indigenous, and racialized people, as well as from newcomers, gender-diverse people, and members of other equity-deserving groups. If you are comfortable, please indicate in your cover letter if you identify as a member of an equity-deserving group.

LEAF welcomes and encourages applications from people with disabilities for all available positions. Where possible, accommodations will be made available upon request for candidates taking part in all aspects of the selection process.

**To apply, please submit the following to [hiringcommittee@leaf.ca](mailto:hiringcommittee@leaf.ca) as a single PDF attachment:**

- Your cover letter
- Your resume
- A list of three references (contact name, phone number, and email address)

In the subject line of your email application, reference "LEAF Development Officer".

Please address your application to the Hiring Committee. In your cover letter, please ensure that you explain why you would like to work at LEAF, and why you are qualified for the position as tied to the duties, responsibilities, qualifications, and experience listed above. Please do not submit multiple applications or send additional documents.

## Hiring Timeline

Applications for this position will be accepted until 11:59PM EST on June 2 2024. Interviews will take place virtually. The ideal starting date for this position is July 8. We thank all applicants for their interest, but only candidates selected for an interview will be contacted.