Hamilton Conservation Authority

A Healthy Watershed for Everyone

The Hamilton Conservation Authority has an employment opportunity for a

Development Officer

The Hamilton Conservation Foundation is a charitable organization supporting the Hamilton Conservation Authority (HCA) in its mission to protect, conserve, and manage natural spaces across Hamilton. Our goal is to safeguard local ecosystems, provide environmental education, and engage the community in conservation efforts. By fostering strong relationships with donors, partners, and supporters, we aim to create a lasting positive impact on the environment and the well-being of future generations.

We are seeking a passionate, and results oriented Development Officer to join our small but mighty team. This position offers the opportunity to gain hands-on experience in all facets of fundraising while playing a key role in raising funds to support impactful conservation initiatives. The Development Officer will manage key fundraising programs, including the annual fund and tribute programs, while also engaging in meaningful donor stewardship. The position also provides essential administrative support to ensure the smooth running of the Foundation. As this is a new role with the HCA, there may be opportunities to tailor responsibilities to align with the unique strengths and qualifications of the right candidate.

RESPONSIBILITIES

- Implement and execute strategies for a growing Annual Giving program, including direct mail, monthly giving, online giving and tribute programs
- Conduct research on current and prospective donors and develop strategies for donor cultivation and solicitation
- Work with the Executive Director to create annual fundraising plans, including renewal projections, goal setting, timing of communications, solicitations and events, and ensures the implementation of these activities
- Assist in the development of and ensure the appropriateness and quality of all necessary materials, proposals, cases for support, letters, reports, and, acknowledgements for the cultivation and stewardship of donors
- Research and identify new funding sources and grant opportunities. Assist in preparing funding proposals for submission
- Help develop and execute donor recognition and cultivation events to engage and retain supporters
- Assist with communications and marketing support including drafting content for the Foundation’s e-newsletters; ensuring alignment with organizational goals and messaging

- Organize and manage annual Foundation appeals and other donor communications, including generating mailing lists, preparing mailings, and coordinating with external suppliers as needed.
- Coordinate the production and distribution of the Foundation's Donor Impact Report, including generating donor listings and financial reports, preparing mailing lists and liaising with HCA marketing staff and external print/mail houses
- Act as the first point of contact for current and prospective donors, addressing requests and deliverables (e.g., issuing charitable tax receipts, maintaining and updating donor records, etc.), and ensuring timely and accurate acknowledgment of all donations ensuring a donor-centric approach and consistency across all communications
- Maintain accurate donor records in DonorPerfect, tracking interactions, contributions, and engagement
- Ensure compliance with CRA tax receipting requirements and adhere to ethical fundraising practices
- Other duties as needed

QUALIFICATIONS

- Post-secondary education in the form of a college diploma and/or university degree
- Minimum 3 years of fundraising experience
- Excellent interpersonal, oral, and written communication skills to work effectively with a variety of stakeholders
- Exemplary attention to detail with excellent planning, organizational and time management skills
- Strong analytical, critical thinking and problem-solving skills, and the ability to multi-task with minimal supervision
- Must be able to demonstrate a high level of confidentiality with donor information
- Proficiency in donor database management and gift processing and experience in Donor Software (e.g. DonorPerfect)
- Proficient in MS Office Suite, including Word, Excel, Powerpoint, and Outlook, as well as MS 365, including Teams and OneDrive

WORKING CONDITIONS

This position will be based at HCA Main Office located at 838 Mineral Springs Road, Ancaster Ontario. Work hours are 7.5 hours per day for a total of 37.5 hours per week, with occasional evenings and weekend shifts during the year as required.

SALARY

The position offers a salary range of $60,999 to $70,715 commensurate with experience and education. Progression will be based on merit and is reviewed annually. Additionally, yearly cost-of-living adjustments (COLA) may be considered.

BENEFITS

This position is eligible for benefits as outlined in HCA's Employee Handbook as it pertains to a full-time position. Most benefits become effective after the 3-month probation period (health, dental, disability insurances and life insurance); however, the defined contribution pension plan requires one year of service.

APPLICATION PROCESS

Interested applicants, please submit your cover letter and resume in PDF or MS Word format via email, **quoting the job title in the email subject line**, by 4:00 pm, on **Friday, January 31, 2025** to: jobs@conservationhamilton.ca

Although we appreciate the interest of all applicants, only those selected for an interview will be contacted.

Accessibility accommodations are available for all parts of the recruitment process; applicants are asked to inform Human Resources for any disability required accommodations in advance.