Development Director

River Lions Foundation

Position: Development Director
Hours: Approximately 25–30 hours per week, with potential to grow into a full-time position
Starting Wage: $25.00 per hour

The River Lions Foundation is seeking an organized, professional, and motivated **Development Director** to support the continued growth and day-to-day operations of the Foundation.

This is a hands-on role for someone who is a strong writer, highly organized, comfortable managing multiple priorities, and passionate about community impact. The Development Director will play an important role in fundraising, grant development, donor and sponsor relationships, Foundation administration, and ensuring the organization remains organized and compliant as it continues to grow.

Key Responsibilities

Fundraising, Grants & Development

- Research grant and funding opportunities that align with the Foundation's mission and programs.
- Prepare and submit grant applications, funding proposals, reports, and supporting documentation.
- Maintain a calendar of grant opportunities, application deadlines, reporting requirements, and funding commitments.
- Develop and maintain relationships with donors, sponsors, community partners, and prospective supporters.
- Coordinate donor and sponsor stewardship, recognition, communications, and renewal opportunities.
- Assist with fundraising campaigns, community initiatives, sponsorship opportunities, and other revenue-generating activities.

50/50 Draw Management

- Coordinate and manage the Foundation's 50/50 fundraising program.
- Maintain required records, reporting, scheduling, promotions, and administrative documentation.
- Work with internal and external partners to ensure draws are organized, promoted, and administered appropriately.

Foundation & Board Administration

- Coordinate and organize Board of Directors meetings, including scheduling, agendas, meeting materials, minutes, and follow-up items.
- Maintain Foundation records, policies, corporate documentation, and administrative files.
- Assist with maintaining CRA charitable requirements, filings, reporting deadlines, and other compliance obligations.
- Provide administrative support to the Board and Foundation leadership as required.

Financial & Administrative Support

- Complete basic bookkeeping and financial record keeping.
- Assist with tracking donations, sponsorship revenue, grants, expenses, and fundraising proceeds.

- Maintain organized and accurate administrative and financial records.

Communications & Website

- Maintain and regularly update the Foundation's website.
- Assist with donor, sponsor, community, and fundraising communications.
- Help develop written materials that effectively communicate the Foundation's programs, impact, and fundraising priorities.

Qualifications

The successful candidate will ideally have:

- Excellent written and verbal communication skills, with strong attention to grammar and detail.
- Strong organizational and time-management skills.
- Experience with fundraising, grant writing, sponsorships, donor relations, nonprofit administration, communications, or a related area.
- The ability to work independently, take initiative, and manage multiple deadlines and priorities.
- Strong computer skills, including Microsoft Office and comfort working with online platforms and databases.
- Experience maintaining websites or content management systems considered an asset.
- Basic bookkeeping or financial administration experience considered an asset.
- Previous experience working with a charity, nonprofit organization, Foundation, or Board of Directors considered an asset.
- Postsecondary education in fundraising, nonprofit management, business administration, communications, marketing, or a related field is considered an asset.

Additional Requirements

This position will begin at approximately **25–30 hours per week at $25.00 per hour**, with the opportunity for the position to develop into a **full-time role** as the Foundation grows.

Some flexibility may be required for Board meetings, fundraising activities, community events, and occasional evening or weekend commitments.

The River Lions Foundation is looking for someone who wants to grow with the organization and play a meaningful role in strengthening its fundraising capacity, community relationships, and long-term sustainability.