



## Job Posting: Development Officer

OUTSaskatoon is looking for an energetic, organized, and highly-skilled candidate to join our team as our Development Office. This position is responsible for OUTSaskatoon's fund development and communications activities. If you agree with the following statements, we want you to apply:

*You enjoy working as a team within a dynamic organization*

- You enjoy problem solving and decision making as a team
- You believe that the best ideas come from having multiple perspectives and opinions
- You are adaptable, not intimidated by problems, and enjoy finding solutions

*You are organized and strategic*

- You are able to look at big picture goals and determine how to get there
- You enjoy using systems to organize your files, data, or other information

*You enjoy a fast-paced work environment and are able to juggle multiple tasks and deadlines*

- You prefer being busy within your work
- You can navigate multiple needs and demands at once
- You are able to delegate and work as a team in order to finish work and meet deadlines

### About the Position

**Hours:** 37.5 hours per week

**Salary:** \$46,800-\$50,700, dependant on experience

**Benefits:** Comprehensive benefits package available to full-time employees after three months. Matched savings plan (at 4%) available after one year of employment.

**Job Term:** Permanent

OUTSaskatoon is a non-profit, charitable organization that believes in the equity of trans, two spirit, intersex, lesbian, gay, bisexual, and queer people. We provide peer support and counselling, queer-specific education and resources, outreach, social gatherings and events, and community referrals. We support body, mind and spirit within a growing and changing community.

The Development Officer is responsible for the strategic fundraising and community engagement efforts of the organization. Specific areas of responsibility include donor relations, grants and donor appeals, special events, corporate sponsorship and planned giving. The position also requires expertise in finances and communications in order to oversee budgets and financial proposals.

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We wish to emphasize that OUTSaskatoon is dedicated to building an organization that reflects the communities we serve. This includes prioritizing applicants that are diverse in gender, sexual orientation, culture, race, and religion. Please use your cover letter to tell us about your unique perspectives, experiences, lived experience and abilities, as they apply to your fit within the OUTSaskatoon team. **Preferential consideration will be given to Two Spirit, First Nations, and Metis applicants. We rely on section 48 of The Saskatchewan Human Rights Code for this measure.**

#### Duties and Responsibilities:

1. Develops and implements a strategic fund development plan for the organization in conjunction with the Executive Director and the Board of Directors
2. Writes federal, provincial, and local grants and follow-up reports, fundraising proposals, and budget requests as required
3. Participates as a member of the Leadership team in the planning and decision making processes.
4. Supports the development of OUTSaskatoon's annual budget and monthly financial statements
5. Coordinates elements of the annual report related to fund development
6. Manages consultants related to event-planning, graphic design, and other related fields.
7. Manages print and digital communications in the areas of advertising, promotion of events, programs, and project, sponsor recognition, and community engagement.
8. Updates the OUTSaskatoon website in the following areas: events, donation materials and information, and sponsor recognition.
9. Coordinates logistical, budgetary, scheduling, and follow-up aspects for a range of community events, gatherings, and fundraisers.

A full list of tasks and responsibilities can be found: [www.outsaskatoon.ca/work\\_here](http://www.outsaskatoon.ca/work_here)

#### Education & Experience

A University degree in social sciences, communications, marketing, or a related discipline and a minimum of two years of experience working in the field. Knowledge of Two Spirit, Trans, Queer, and BIPOC (Black, Indigenous, and People of Colour) communities and issues is essential. Demonstrated direct responsibility for raising significant funds for other non-profit organizations considered an asset. Excellent verbal and communication skills. CFRE (Certified Fund Raising Executive) designation, or working towards this is an asset. A valid driver's license and proficiency in Google Drive, Microsoft word, excel and online donor platforms are essential. Experience with Slack, Canva, Adobe Illustrator, Trello, Salesforce, Canada Helps, and/or MiCharity is an asset. Criminal record check required.

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**Working Conditions:** The incumbent will work from home until Covid-19 guidelines reflect otherwise.

**Deadline: Monday, May 10th at 5:00 pm.**

**In order to successfully apply, you must submit:**

- **Detailed cover letter** (applicants that do not include a cover letter will not be considered)
  - Applicants are encouraged to highlight lived experience
- **Resume** highlighting relevant education and work experience
- **Three references**

**By email to:**

**ATTN:** Amanda Guthrie | she/her  
Co-Interim Executive Director, OUTSaskatoon  
director@outsaskatoon.ca  
Ph: 306-665-1224

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