

Reports to	Executive Director
Direct Reports	N/A

Position Overview

The Development Officer is responsible for OUTSaskatoon’s strategic fundraising and community engagement efforts. Specific areas of responsibility include donor relations, grant writing and donor appeals, special events, corporate sponsorship, and planned giving. The position also requires expertise in finances in order to oversee budgets and financial proposals. Expertise is also required in communications in order to manage a variety of communication tools such as our donor database, electronic newsletters and print materials as necessary.

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 projects, 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.
10. Writes and distributes press releases and organizes public relations in regards to promoting events and fundraisers.
11. Maintains a stewardship program and database to keep our partners and donors informed of our activities, thank them for their support, and engages them in future activities. Includes coordinating engagement activities through mail-out and donor/sponsor communication and recognition.
12. Performs administrative tasks associated with event planning.
13. Completes operational tasks as required e.g. supporting the drop-in centre, providing peer support, buying supplies for events, programs, and other projects.

Accountabilities

Outcomes/Results	Standards to Follow
<ul style="list-style-type: none"> • Successful fundraising initiatives i.e. meets or exceeds targets • Engaged donors, sponsors, and funders • Accurate and successful funding proposals • Comprehensive and accurate financial outputs (budgets, summary statements, etc.) • Clear, direct, and effective communications on social media, online, and in print materials • Assigned projects managed and completed. 	<ul style="list-style-type: none"> • Timely, organized, and professional • An ethic of stewardship in all fund development activities and relationships with sponsors and donors • Confidential treatment of all information and materials • Collaboration as required to complete assignments • Focus on productive working relations with all co-workers • Prompt communication of issues of importance or concern to the immediate supervisor. • Setting priorities for own work and meeting deadlines • Compliance with all relevant legislation, regulations, policies and procedures • Active participation in all areas of responsibility

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. 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.

Effort

- Responsibilities are complex and require extended effort.
- Problems are addressed by using sound judgment, thinking strategically, and relying on the advice and feedback from colleagues.
- Experiences interruptions at peak periods and works with diverse topics and needs on a daily basis.
- Often work on time-sensitive, highly demanding events and activities with concurrent deadlines.
- Works in a dynamic environment which includes the need to multi-task and to navigate constant disruptions, time constraints, and fluctuating stress levels.

Working Conditions

- OUTSaskatoon's work environment strives to be an anti-oppressive and trauma-informed organization that practices harm reduction throughout all our services.
- This position is office based but due to Covid-19 will work from home until otherwise stated.
- Evening and weekend work is required for events and programming related to position
- Navigating complex problems and decision making is required



Development Officer

- Light physical duties may be required, dependent upon candidates abilities.
- Travels within the city and occasionally within the province.