**Position Title:** Fund Development Officer **Position #:**

**Department:** Fund Development and Communication **Pay Range:** $23.51- $27.03

**Reports to:** Manager of Fund Development & Communication

**How to apply:** Please send your Cover Letter and Resume to Resumes@pacificahousing.ca by January 23, 2018 at 11:59pm.

**Organizational Focus:**

As a non-profit charitable organization, Pacifica Housing's vision is *better lives through affordable homes and community connections.* Our mission is to be a leading innovative provider of affordable homes and support services that contribute to the independence of individuals and families.

The Fund Development Officer supports and nurtures a culture of philanthropy within the community and Pacifica Housing by engaging donors, staff and the broader community in the vision and mission of the organization.

**Employee Benefits:**

- Medical Service Plan (MSP) Coverage
- Extended Health Plan
- Extended Dental Plan
- Registered Retirement Savings Plan (RRSP) Matching Program
- Employee Assistance Program

**Primary Objectives:**

Participates as a key member of the administrative team and works with all departments and levels of staff in the organization to assist the Manager of Fund Development & Communication to set the direction and ensure the goals of the organization are met including:

- Developing and implementing the Fund Development and Communication plans;
- Researching and preparing all grant applications for program funding;

**Key Responsibilities:**

Contributes to the achievement of the organization's short and long term strategic goals by developing, implementing and reporting to the Manager of Fund Development & Communication on the bi-annual Fund Development and Communications Plan, and striving to meet fund raising/donation targets:

- researching foundation, corporate and government funding sources and preparing grant applications;
- seeking and managing partnerships with local, provincial and/or national businesses and organizations in support of Pacifica Housing's tenants and programs;
- collaborating with staff, volunteers and Board to identify, cultivate and solicit new donors and promote good community relations;
- assisting in creating communication materials including media releases, brochures, annual reports and special event materials;
- working with the Manager of Fund Development & Communication to develop annual donor targets for inclusion in short-term and long-term fund development planning;
- acting as a point of contact for donors and the community;
- managing donor correspondence including direct mail appeals, thank you letters and other correspondence;
- managing electronic and paper files in accordance with CRA rules and regulations;
- accepting and recording donations in the MatchMaker donor database and reconciling funds received with financial records;
- producing monthly, quarterly and other reports on fund development progress;
- managing all aspects of special event planning and delivery;
- ensuring that philanthropy and fund development activities are carried out in accordance with Pacifica Housing's vision, mission, values and policies and in compliance with relevant regulations and laws;
- maintaining current knowledge of related legislation and with technology, fund development and communications strategies and techniques; and
- representing Pacifica Housing to donors, prospects, regulators, volunteers and the community in a professional and tactful manner.

**Qualifications: (minimum Education and Experience requirements):**

**Education:**

- Diploma or Post-graduate degree in Marketing, Fundraising ,Business Administration or similar

**Experience:**

- A minimum of two (2) years related fundraising experience
- Experience using Fund Development software

**Knowledge, Skills and Abilities:**

- Exceptional written and oral communication skills
- Knowledge of, and skills in the field of Communications
- Proven knowledge and skills in the field of Fundraising including grant proposal writing, sponsorship and donor relations

- Demonstrated knowledge of information technology applications relevant to the position (i.e. MS Office, Fundraising applications, Publisher)

***Note:*** *An equivalent combination of education and experience may be considered.*

**Additional Criteria for Role:**

- Completion of a Criminal Record Check through the Ministry of Justice is required.

**Behavioural Competencies Assigned to the Role:**

**Core Competencies**

**Caring:** Intermediate
**Creative:** Advanced
**Responsible:** Advanced

**Role-Specific Competencies**

**Relationship Building:** Advanced
**Communications:** Advanced
**Initiative:** Advanced