



We're Hiring!

October 7, 2022

Are you a fundraiser with strong project management skills and a passion for events?

Do you want to be part of a supportive team environment?

If this sounds like work you would be passionate about, this could be the job for you!

KidsAbility Foundation raises public awareness and financial support to empower children and youth with disabilities to realize their full potential. We live our values of integrity, accountability, respect, passion and collaboration. We are a friendly team of professionals dedicated to raising funds in support of children and youth in our community.

Join us and help change the world!

Development Officer, Community Engagement – permanent, 37.5 hours per week

Salary Range, \$48-\$68.5K

Reporting to the Development Manager this role is based in Waterloo and administers the planning and execution of KidsAbility Foundation's Signature, Partner and Third-Party Events. Acting as an ambassador for our organization this role is actively cultivating and stewarding relationships with donors, sponsors and community members.

The role involves the following key responsibilities:

- Actively seeks new opportunities for third-party and partner events by cultivating relationships in the community.
- Provides superior customer service to donors, prospective donors and event organizers and responds to inquiries and calls in an expedient and professional manner. Ensuring confidentiality of donor information at all times.
- Lead staff coordinating the Foundation's signature events, sponsorship and volunteer work teams with strong promotion skills inviting broad reach and participation.
- Supports, cultivates, and renews community events annually by building positive relationships with organizers, volunteers, participants, sponsors, and donors to ensure each event's success.
- Implements new strategies to grow community awareness and support for KidsAbility
- Represents KidsAbility as an ambassador in the community and identifies and attends networking opportunities and events in the community.
- Provides support to Foundation volunteer fundraising committees.



Qualifications, Attributes and Skills:

The ideal candidate will have:

- Excellent project management and administrative skills with the ability to coordinate a variety of projects concurrently.
- A passion for, and proven experience in fund development and donor and community relations.
- Relevant post-secondary education in fundraising is an asset.
- Superior relationship building skills for strong community engagement with individuals and organizations.
- A strategic focus, and analytical mind with a creative, results-oriented approach.
- Attention to detail and excellent written and verbal communication skills
- Expertise in Microsoft Office Suite.
- Able to work a flexible schedule including occasional evenings and weekends.
- Teamwork mind set and able to seek consensus.

Travel required. Must have a valid driver's license and access to a vehicle.

We offer: a positive team environment, competitive Health and Dental benefits, a RRSP matching program and access to Employee Assistance Programs that include wellness and support as well as corporate discounts.

If you are interested in joining a dedicated team that makes a difference in the lives of children and youth please submit a cover letter and resume in confidence by end of day, **Tuesday November 1, 2022** to: recruitment@kidsability.ca

We are an organization that values, respects, and celebrates the diversity of all. We are committed to creating a more inclusive and barrier-free work environment for all staff. We encourage applications from visible minority groups, women, Indigenous peoples, and persons with disabilities. We also welcome applications from all people, without regard for religion, age, sex, sexual orientation, gender identity or expression, marital or domestic/civil partnership status, genetic information or any other ground protected by applicable law.

KidsAbility Foundation strives to create an accessible and inclusive recruitment process. If you require any accommodation, please contact Human Resources in advance for assistance at recruitment@kidsability.ca.

Please note that all prospective employees are subject to mandatory immunization requirements, including the full and ongoing COVID-19 vaccination, as a condition of obtaining and maintaining employment. We will make accommodations as directed by the Ministry of Children, Community and Social Services and the Chief Medical Officer of Health.