



*Where exceptional
families thrive*

Fund Development Officer Full Time: 35 hours per week

Through a strong network of families and an innovative community partnership model, Waterloo Region Family Network (WRFN) is the go-to resource and trusted voice for families with special needs in Waterloo region providing resources and facilitating meaningful connections in all life stages.

As a peer-developed and peer-driven network, WRFN is uniquely able to understand how to serve the needs of exceptional families so they can thrive.

Opportunity

As a growing grassroots organization, we are at a very exciting time in our development. We are looking for a highly motivated Fund Development Officer to develop a sustainable fundraising program that includes annual giving campaigns, major gifts, legacy giving, signature-event and grant-seeking initiatives.

**Are you the team member we are looking for?
Do you have a passion for building relationships?
If you do, then we want to hear from you!!**

As the Fund Development Officer, you will develop and implement comprehensive plans for actively identifying, cultivating, soliciting and stewarding prospects and donors. You will be responsible for administering a variety of fundraising programs. The Fund Development Officer will be an integral member of the WRFN team and will be involved in a variety of activities to engage donors and grow fundraising revenue. Experience working/liasing with the business community, volunteers and a wide range of stakeholders is key.

What's expected?

As the Fund Development Officer, your responsibilities would include:

- Strengthening community awareness of WRFN's mandate, programs, services and needs

- Managing specific fundraising targets
- Managing donor relationships including creating and implementing donor stewardship plans, growing our donor base and building a culture of philanthropy
- Proactively seeking out grant opportunities and writing grant applications and proposals
- Developing and executing Annual Development Plans
- Creating an annual Gratitude Report
- Working collaboratively with the Executive Director and Communications & Marketing Coordinator to grow brand notoriety through communications and promotional events
- Reporting directly to the Executive Director

Qualifications

- Proven track record in fund development
- CFRE or actively working toward designation/certification
- University degree or College diploma in fundraising
- 5 years of experience raising funds in the non-profit sector
- Demonstrated ability to build a culture of philanthropy
- Excellent verbal and written communication skills and presentation skills
- Ability to oversee and understand philanthropic statistics and how to manage them for improvement
- Excellent computer skills and proficient in the use of Word, Excel, Power point
- Experience with Canada Helps
- Valid driver's license and access to a reliable vehicle
- Ability to work some evenings and weekends to attend meetings and events

Salary Range: \$60,000 - \$63,500

Benefits available after three-month waiting period

To apply for this position, please send a cover letter and resume to:

Sue Simpson

Executive Director

Waterloo Region Family Network

sue.simpson@wrfn.info

Application Deadline: Friday, February 10, 2023

WRFN is committed to creating an inclusive work environment attracting talented employees from diverse backgrounds. Our inclusive process respects the dignity and independence of people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for your interest in this position. Only qualified candidates selected for an interview will be contacted.