

Job Opportunity: Fund Development Officer, Full Time

JA South Western Ontario is a member of JA Canada and part of JA Worldwide (JA), the world's largest not-for-profit organization dedicated to educating young people about business. Through the delivery of hands-on, blended learning in entrepreneurship, financial literacy and work readiness, JA empowers young people to grow their entrepreneurial ideas, hone their work skills, manage their earnings, and secure better lives for themselves, their families, and their communities.

Since 1963, schools in South Western Ontario have relied on JA to prepare young people for success in an ever-changing global economy. JA South Western Ontario is responsible for the geographic area including the counties of Essex, Chatham-Kent, Lambton, Elgin, Middlesex, Oxford, Huron, Perth, Bruce, Grey, Wellington, Waterloo, Brant, Hamilton, Haldimand-Norfolk, and Niagara.

Reporting to the Director, Philanthropy, the **Fund Development Officer** plays a key role within the organization. The Fund Development Officer contributes to the growth and sustainability of JA South Western Ontario programming for children and youth. This role is responsible for development, coordination and fundraising initiatives including grant applications, proposals, and reports, supporting the organization's annual fundraising, donor recognition and stewardship, supporting the events portfolio, and carrying out the administration of the donor database. The Fund Development Officer works collaboratively across departments on sponsorship activities while stewarding relationships with new and existing donors, and provides support to the Director, Philanthropy on moves management and major gift donors. This role has significant responsibility for assisting with complex projects and is accountable for achieving specific funding goals laid out in the strategic plan and assisting with fundraising events when required.

Primary Responsibilities

Contribute to overall revenue goals:

- Research and identify funding opportunities in government, foundations, corporations, service clubs and individuals
- Develop effective and compelling solicitation packages, grant proposals and applications, letters of inquiry, and grant reports
- Monitor grants and reports from inception to completion and provide status updates to ensure successful outcomes and deliverables within established deadlines
- Work closely with Director, Philanthropy, and program staff to monitor funded activities to ensure all deliverables will be completed as proposed in the required timeline
- Manage and maintain the grant calendar and ensure that all proposals and reports are submitted on time

Administrative Support:

- Create and review lists for mailings, special announcements, and event invitations
- Assist with the development of presentations
- Prepare and send mailings
- Support donor stewardship and recognition
- Assist with Fund Development committee activities

Fund Development Data Management:

- Produce, maintain, and verify a range of regular monthly, annual, and other ad hoc reports to inform Development strategies and plans
- Use data analysis to identify trends and opportunities for the development team
- Execute data queries, maintain data integrity and donor lists through tracking and monitoring of actions in the customer relationship management (CRM) system
- Accurately process gifts including new pledges, pledge payments and one-time gifts
- Work closely with Director to reconcile gifts, accounts and fund allocations, special designations including restricted and named fund tracking
- Monitor upcoming pledge and invoice schedules, as per contract or gift agreement in conjunction with appropriate staff and distribute pledge payment reminders, invoices, gift renewal letters as needed
- Regularly maintain and update donor records

Additional duties and responsibilities:

- Maintain accurate records in line with organizational standards and objectives
- Represent JA in the community in a positive and professional manner
- Assist in organizing and executing other JA-organized events and activities as required

Education/ Experience

- Relevant post-secondary education and/or experience is required
- 3 – 5 years of relevant fundraising experience and demonstrated track record of achievement
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Experience with customer relationship management systems such as Raiser's Edge or Salesforce
- Current driver's license and access to a vehicle required, as some regional travel is expected
- Excellent oral and written communication skills
- Excellent organizational skills and proficient in time management
- Knowledge of South Western Ontario and charitable sector is beneficial
- Able to work independently and remotely when required
- The ideal candidate will be self-motivated and flexible to work within a team and independent work environment

This full-time position (40 hours per week) is available immediately with regular business hours and some evenings/ weekends. Remote work from a home office anywhere in the JA South Western Ontario region is possible; however, regular attendance at one of our office locations in London (head office), Chatham or Waterloo may be required, with travel as required to other parts of the region. The successful candidate must have a suitable quiet environment from which to work, with a desk and reliable and secure internet access. A laptop will be provided. The position reports to the Director, Philanthropy.

The salary range for this position is \$45,000 - \$55,000.

The successful candidate must undergo a Criminal Record Check with Vulnerable Sector Search.

JA South Western Ontario is an equal opportunity employer. JA SWO will not discriminate based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex (including pregnancy and gender identity), sexual orientation, disability, age (18 and over), record of offenses for which a pardon has been granted, marital status (including same sex partners), family status, or any other grounds prohibited by the Ontario Human Rights Code.

Are you ready to be the JA Development Officer to contribute to the mission of inspiring and preparing youth to succeed in a global economy? Please submit your cover letter and resume by email to hscott@jaswo.org by March 17, 2023. We thank all applicants, however, only those selected for an interview will be contacted.

February 27, 2023