

Position: Development Officer

Location: The position can be located either in Ottawa, Montreal, or Toronto. This is a flexible work-remote position with regular in person meetings.

SUMMARY OF THE POSITION

Acting as a key member of the Development team, the Development Officer is responsible to build, cultivate and manage a portfolio of mid-range donors of \$5,000 to \$25,000.

Reporting directly to the Director of Development and working in close collaboration with all members of the Development team, the Development Officer is responsible for identifying prospective donors, soliciting gifts, and cultivating and stewarding prospective and current donors with the aim of building a strong portfolio of mid-range donors.

This position requires to function independently, exercising judgment, initiative and autonomy, while working with and being supported by a collaborative team to propose and implement development strategies.

RESPONSIBILITIES :

- Working with the Director of Development, craft and implement a comprehensive action plan to identify, solicit, and cultivate prospects and donors (individuals, corporations and foundations). One key objective is for the Development Officer (DO) to proactively develop their own portfolio of up to 50 donors in their first year of employment and grow it once established.
- Collaborate with the team to support coordinated campaigns.
- Identify and engage high-affinity, high-capacity donors through customized approaches and diverse meaningful communications including thank you calls, digital correspondence and in person meetings.
- Research and write applications for granting foundations.
- Write donor communications materials, including cases-for-support documents, customized proposals, briefing notes and presentations.
- In collaboration with the Donations Processing Coordinator help maintain Raiser's Edge database by entering contact reports, briefing notes, updating donor contact information, and entering follow-up actions and key points of contact.
- Attend community events and engagement opportunities to cultivate and build relationships and elevate Brain Canada's brand.
- Manage and support third party fundraising events.
- Actively participate to Brain Canada's calendar of events demonstrating a strong passion for brain research, and acting as a true ambassador for Brain Canada.
- Any other relate tasks.

QUALIFICATIONS

- Post secondary education in business, fundraising, marketing, communications, public relations or similar field of study.
- Certificate in development or fundraising an asset.
- Minimum of 3 years of experience in fundraising and philanthropy with demonstrated success working with mid-range donors.
- Strong knowledge and understanding of current trends in the non-profit sector.
- Proficiency in Raiser's Edge or other CRM database-donor management software, and with Microsoft Office Suite.
- Demonstrated experience with digital, social, email and web platform tools to create engaging content to drive engagement and achieve fund development objectives.
- Exceptional written and verbal communications skills in English, with attention to detail and with French considered an asset. The incumbent of this new position will be responsible for communicating with all Brain Canada Foundation donors, who are located across Canada.
- Excellent presentation skills.
- Experience with prospect research tools and techniques.
- Ability to travel on occasion.

TALENTS

- Ability to manage and prioritize multiple projects and deadlines simultaneously, and to work independently and as part of a team.
- Strong work ethic and unquestionable discretion with sensitive and confidential information.
- Demonstrated ability to develop and maintain productive working relationships with colleagues, donors, sponsors, and other organizations.
- Motivated and passionate about healthcare philanthropy.

Work environment:

Brain Canada Foundation is committed to providing an excellent work environment for team members. We offer:

- A competitive compensation package including a complete benefits plan.
- A flexibility to work from home, in accordance with our Work-from-Home Policy.
- A healthy, flexible, and dynamic work environment that values teamwork, creativity, innovation and work-life balance.
- Access to professional development and training as available.

To apply, please send your CV and cover letter to careers@braincanada.ca with the subject line: Development Officer

About Brain Canada

Brain Canada Foundation (Brain Canada) is a national registered charity headquartered in Montréal, Quebec. We play a unique and invaluable role as a national convenor of those who support and advance brain research. A greater understanding of how the brain works contributes to the prevention, diagnosis, treatment, and cure of disorders of the brain, ultimately improving the health outcomes of people in Canada and around the world.

Our Commitment to equity, diversity, and inclusion (EDI)

Brain Canada is committed to improving and expanding brain science to benefit all people, including groups historically under-researched and underrepresented. We know that increasing the diversity of the research workforce and integrating sex and gender in brain research leads to innovation and greater impact.

Our commitment to EDI is reflected in actions we are taking to diversify our workforce and to foster inclusive environments through our advertising, interviewing, hiring, training, mentoring, and performance review practices. We actively welcome members of underrepresented groups such as women, Indigenous Peoples, persons with disabilities, visible minorities, immigrants, and LGBTQ2+ communities.

Territorial acknowledgement

The offices of Brain Canada Foundation are located on the traditional, ancestral territory of the Kanien'kehá:ka Peoples, a place which has long served as a site of meeting and exchange amongst nations. In our work, we focus our efforts on the [Truth and Reconciliation Commission's Calls to Action](#), particularly those that pertain to improving health for Indigenous Peoples and that focus on advancing our own learning on Indigenous issues (Calls to Action numbers 19 to 24).