



Food4Kids Waterloo Region is a charity that focuses on providing support, in Waterloo Region, for children living with chronic hunger. In 2021-22 we will be supporting over 1,000 children, ages 1 – 14, and the financial expectation will require a much greater focus to meet the needs of the vulnerable children we serve.

We are searching for an individual to join our team of professionals at Food4Kids Waterloo Region.

Fund Development Officer (FTE 40 hrs/week)

The primary responsibilities, as a Fund Development Officer (FDO), within Food4Kids Waterloo Region will include identification, evaluation, cultivation, solicitation and stewardship of corporate, foundation and individual donors.

Under the direction of the Executive Director, the FDO works closely with the fund development team and the Fundraising Committee, to identify and qualify prospects and to strategically engage, cultivate and solicit financial support to meet the financial needs of our growing charitable organization.

Responsibilities:

Portfolio Management

- Develop and maintain a portfolio of prospects and oversee all aspects of each prospect's relationship and timely movement through the relationship management cycle
- Maintain a portfolio of 75 - 120 donor prospects understood to have the ability, and/or potential, to make annual gifts between \$5,000 and \$50,000, including pledged gifts over 3 to 5 years
- Conduct 50-80 personal and individual calls per year with the goal of building a pipeline of prospects
- Initiate contacts with potential donors; develop appropriate cultivation strategies including working with the staff fund development team, and Fundraising Committee members collaborating in the creation of a fundraising strategy to meet and surpass annual fundraising targets.

Prospect Management

- Ensure relationships with prospects and donors are managed and recorded in Sumac
- Ensure detailed notes are recorded for prospect tracking, and prepare regular progress reporting on fundraising targets

- Complete follow-up correspondence, briefings and updates to prospects, donors and internal stakeholders

Fundraising/Stewardship

- Collaborate on fundraising programs designed to obtain maximum financial support from a wide range of potential donors
- Develop and implement cultivation, solicitation and stewardship strategies for corporate, foundation and individual donors
- Participate in prospect identification, review, research, and management of prospects/donors, and identify opportunities to leverage and partner with internal staff and Fundraising Committee members
- Develop plans and proposals for specific projects, including written proposals, agreements, oral presentations, volunteer management and donation input and stewardship
- Promote Food4Kids Waterloo Region through public presentations and personal outreach
- Participate in fundraising events
- Proactively and consistently communicate with the staff and fundraising committee members

Qualifications:

- Completion of a Bachelor's degree or equivalent education or experience
- 3+ years of fundraising (major gifts) experience within the charitable sector
- Experience in securing major gifts including prospecting, qualification, cultivation, solicitation, recognition and stewardship at the major gift level. Successful track record of developing and implementing strategies for major gift solicitation with demonstrated success in personally securing and closing major gifts
- Be a results-oriented individual with demonstrated relationship building skills
- Have a network of individuals in the corporate sector and community is an asset
- Exhibit excellent organization abilities and attention to detail
- Must have strong leadership, communication (oral and written), presentation, and interpersonal skills
- Collaborate effectively and foster a team environment
- Have experience with Google Suite of Products
- Experience with Sumac(equivalent CRM) is an asset
- Have a vehicle in good working condition

All qualified candidates are encouraged to apply; however, Waterloo Region residents or those with a deeper knowledge of the Waterloo Region community, will be given priority.

Please email a CV/resume and cover letter no later than July 16, 2021 to:
Kelly-Sue Oberle, ksoberle@food4kidswr.ca

We thank all applicants for their interest, however, only candidates selected for further consideration will be contacted.