



**Lakeridge
Health
Foundation**

DEVELOPMENT OFFICER - ANNUAL FUND

The Development Officer–Annual Fund is responsible for implementing Lakeridge Health Foundation’s annual fund program including direct mail, telemarketing, monthly giving, mid-level donors, Lakeridge Leaders and e-philanthropy program.

Responsibilities:

- establish a calendar of communications with new, renewing and prospective donors that ensures consistency of messaging with the Foundation’s overall communications
- coordinate the creative direction of all direct mail and telemarketing campaigns including copywriting, design, scripts, data development and distribution
- with the Director of Development, manage the annual fund budget and report on revenue and expenses
- develop strategies for the mid-level giving program for gifts in the \$200-999.99 range and for the new and renewing Lakeridge Leaders’ annual contribution level of \$1,000+
- develop and manage tribute giving initiatives that contribute over \$200,000 towards the annual revenue goal
- collaborate with the Information and Finance Officer and the Office Coordinator to ensure all donors receive personalized and timely acknowledgment of donations
- ensure and maintain Raiser’s Edge data accuracy and integrity in accordance with the Foundation’s policies and procedures
- Collaborate with the Manager of Communications and Donor Stewardship to work on e-philanthropy annual campaigns

Position Requirements:

- a minimum of 2 years of experience in a professional fundraising organization
- experience with fundraising database applications, preferably Raiser’s Edge
- demonstrated history of project management success with ability to set priorities and meet deadlines
- excellent communication and interpersonal skills
- proficiency in Microsoft Office applications
- able to work independently and effectively within a team environment

Core Competencies:

- ability to set priorities, complete work with minimal supervision and meet deadlines
- strong organizational and interpersonal skills including ability to relate well with co-workers, peers, donors, volunteers and others
- proven attention to detail and production of accurate, thorough and professional work
- excellent problem-solving skills and ability to adjust strategic approaches as required

Application deadline: December 2, 2016

To apply for this position, please send a cover letter and resume to foundationHR@lakeridgehealth.on.ca. Please quote "Development Officer – Annual Fund" in the subject line of your email. We thank all applicants in advance. Only those selected for an interview will be contacted.