



Family and Children's
Services Niagara

Les Services à la famille
et à l'enfance de Niagara

For more than a century, Family and Children's Services Niagara, the local Children's Aid Society, has provided vital child welfare, family/community support, counselling, foster care and adoption services to residents in the Niagara Region.

Development Officer

[This position is a temporary contract, up to one (1) year, with the potential to become a regular full-time position]

FACS Niagara emphasizes collaboration, service excellence and a culture of learning and continuous improvement.

Reporting to the Executive Director, the Development Officer of the FACS Foundation leads and manages the fundraising and communication programs for the Niagara Foundation for Family & Children's Services. The Development Officer provides support to increase fundraising revenue and strengthen new and existing community stakeholder donor relationships. The incumbent will be able to demonstrate a strong track record of fundraising experience and a passion for Family & Children's Services Niagara's mission, vision and values.

Main Duties and Responsibilities:

Fundraising

- Creates and executes a strategy to acquire new corporate sponsors, donors and co-ordinates fundraising initiatives and activities
- Researches and prepares grant applications to corporations, grant agencies, direct mail, special events, service club, corporation and foundation solicitation, charitable donations, memorial and planned giving and merchandising
- Plans, develops and implements a short and long-range fund development program
- Determines and develops projects and programs appropriate for private and corporate funding, providing strategy and creative thinking for new initiatives

Marketing and Communications

- Plans, develops, implements, manages and monitors an integrated marketing and communications plan including social media
- Fulfills day-to-day public relations and media needs in relation to fundraising
- Actively participates in public speaking and community functions to strategically grow public awareness and public engagement

Volunteer Engagement

- Plans, develops, implements, manages and monitors a short and long range approved marketing and communication program to inform the public about the services, programs, mission and issues of the FACS Foundation
- Assists the agency in achieving its goals and interprets the work of FACS Niagara and the FACS Foundation to the community and to other agencies in the community to raise awareness and gain understanding and support of the public
- Develops the fundraising volunteer base

Leadership and Relationship Management

- Participates in the development and successful implementation of a FACS Foundation strategic plan
- Provides leadership to work groups and committees, and for the operational success of the FACS Foundation
- Promotes collaboration of activities with and between FACS Foundation and FACS Niagara's various departments

- Establishes and maintains effective and essential relationships with internal and external partners including FACS Niagara Staff, the FACS Foundation Board, volunteers, the Ministry, the OACAS, media, donors, other funders, numerous community and professional agencies/institutions and other Children's Aid Societies

Additional duties

- Keeps up-to-date on current fundraising programs, practices and procedures in the nonprofit sector
- Identifies budget requirements and manages FACS Foundation budget in accordance with identified needs and strategic directions and priorities of the FACS Foundation
- Articulates and constantly monitors the efficiency and effectiveness of fundraising activities to ensure the highest level of service is being provided
- Must be a self-starter with an entrepreneurial attitude
- Must have a high level of accountability and initiative
- Produces standard monthly, quarterly and annual reports as needed by the FACS Foundation Board including giving trends and analysis of amounts of donors, new donors, lapsed donors, average gift size, consecutive years of giving, etc.
- Leads, facilitates and/or participates in special projects and performs other duties as required

Qualifications:

- Bachelor's Degree in Business, Marketing, Behavioural Sciences or related discipline;
- Certified Fund-Raising Executive designation preferred Must have excellent written and verbal communication skills, including superior customer service attributes, a professional demeanor and a positive attitude
- Must be extremely well organized, flexible and detail orientated, with the ability to manage multiple priorities and meet tight deadlines
- Must have excellent written and verbal communication skills, including superior customer service attributes, a professional demeanor and a positive attitude
- Minimum 5 years related experience in a senior fundraising, public relations and communications role with media experience and experience working with volunteer boards
- Solid knowledge of Board/governance policy and procedures
- Excellent knowledge of fund development methods and techniques
- Excellent knowledge of communications and public relations methods and techniques
- Advanced communications and public speaking skills
- Excellent knowledge and experience of planning and running a campaign
- Excellent knowledge of legislation governing charities
- Solid ability to use MS Office applications (e.g. Word, Excel, etc.)
- Knowledge of Raiser's Edge and other databases considered an asset
- Knowledge of CAS programs and services, business strategies, goals, priorities and programs, and related objectives and plans is an asset
- Valid G Driver's License and access to a reliable motor vehicle with appropriate liability insurance required

*Please apply with your cover letter and resume by February 22, 2019 to:
Director of Human Resources and Organizational Effectiveness
E-mail: humanresources@facsnigara.on.ca*

Please include your salary expectations.

Applications will be held in confidence.

We thank all applicants however only those considered for an interview will be contacted.

Preference will be given to candidates who are bilingual in French and English.

Family and Children's Services Niagara is an equal opportunity employer committed to inclusive barrier free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Department to ensure your accessibility needs are accommodated through this process.