



Young Adult
Mental Health

STELLA'S PLACE JOB POSTING

DEVELOPMENT OFFICER (full-time)

Posting Date: Nov. 15, 2018 (Stella's Place & AFP)
Application Close Date: Nov. 27, 2018

Job Description

Stella's Place (www.stellasplace.ca) is an innovative mental health service for young adults (16-29 years). We are at a critical and exciting stage in our growth – we have laid the foundation and infrastructure for a new and engaging model of mental health care for young adults and are now delivering services (at Stella's Place and in collaboration with key partners in Toronto), seeing results, and changing lives.

We are seeking a tenacious, creative, and interpersonally-skilled Development Officer with an interest in joining a team that is passionate about collaborating with young adults to build responsive mental health services.

The Development Officer is responsible for helping to meet the organization's major gifts fundraising goal and building the individual donor base. The position is also responsible for direct solicitation of gifts as well as for coordination of volunteers, including board members, in additional cultivation and solicitation.

You are good fit for this position if you have a minimum of three years' experience in fundraising with non-profit organizations – and a proven track record of success. You are skilled at articulating the case for support with passion, knowledge, and conviction – while adhering to the highest ethical standards and fundraising best practices.

KEY FUNCTIONS AND RESPONSIBILITIES:

SOLICIT GIFTS ON BEHALF OF THE ORGANIZATION

- Manage a portfolio of major gift prospects
- Initiate contact and meet with existing and potential donors
- Develop cultivation strategies for prospects, engage staff, Board, or other organizational supporters as appropriate
- Move potential donors toward solicitation and closure
- Make solicitations

MANAGE RELATIONSHIPS WITH DONORS AND PROSPECTS

- Identify opportunities to build relationships with donors and prospects and engage members of the staff and board as appropriate to make the most of those opportunities
- Maintain consistent quality communications with donors in coordination with the Director of Development, other staff, and the Board
- Ensure quality communications follow all gifts to provide thanks and documentation to donors

EDUCATION AND CERTIFICATIONS:

- Certified Fundraising Executive (CFRE) (*preferred*)
- Membership in Association of Fundraising Professionals (AFP) (*preferred*)
- A University and/or College degree or diploma

KNOWLEDGE, SKILLS, AND EXPERIENCE:

- A minimum of three years' experience in fundraising with non-profit organizations
- Knowledgeable about best practices in Major Gift fundraising
- Knowledge of young adult mental health service issues and solutions (*desired asset*)
- Experience with fundraising database software
- Demonstrated project management skills
- Experience in online community management



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- Strong analytical, strategic thinking, and problem-solving skills
- Excellent verbal and written communication skills
- Professional telephone manner and strong customer service orientation
- Ability to handle a wide range of responsibilities with minimal supervision
- Strong interpersonal skills
- Ability to work both independently and on a team

JOB STATUS, HOURS, AND REMUNERATION:

- This is a full-time position. You will work five days per week, 9:00 a.m. to 5 p.m.; some evenings and weekends may be required.
- You will report to the Director of Development.
- We offer a competitive salary and benefit package.

DIVERSITY, EQUITY, AND ACCOMMODATION

Stella's Place is committed to having a workforce that is reflective of the diversity of the City of Toronto in general and of our participants in particular. We strongly encourage applications from: racialized persons, indigenous persons, persons with disabilities, persons of minority sexual orientation or gender identity, and all those who can provide different perspectives and contribute to diversification at Stella's Place.

Stella's Place is committed to hiring practices that are inclusive and barrier free. Stella's Place will provide reasonable and appropriate accommodation during all stages of the hiring process in accordance with the Ontario Human Rights Code in order to ensure the equal and fair assessment of all job applicants. Applicants are asked to make any accommodation request in advance.

We thank all candidates for their interest. We regret that only those selected for an interview will be contacted.

YOUR APPLICATION

Interested and qualified candidates are invited to submit their cover letter outlining your interest in working with Stella's Place (along with a detailed résumé) to careers@stellasplace.ca with subject: Development Officer.

Note: Only applications with cover letters will be considered.